



Director of Essential Needs & Nonprofit Engagement

United Way of Sheboygan County (UWSC) is hiring!

We are looking for a people-focused, energetic, organized, and civic-minded person to join our flexible, family-oriented and mission driven team. Be a part of an organization improving lives and community conditions in measurable and lasting ways.

Summary of Position: Director of Essential Needs & Nonprofit Engagement

The Director of Essential Needs & Nonprofit Engagement is housed within United Way of Sheboygan County (UWSC)'s impact team of experts working together to execute the organization's giving and social impact strategy. UWSC is a nonprofit leader that transforms philanthropy into action and positive change for Sheboygan County as a community-owned and data-driven organization. Through participation on external and internal community impact meetings, the Director of Essential Needs & Nonprofit Engagement leads impact within areas of basic needs (think housing, food security, financial stability, etc.), as well as innovation grants. Working alongside community impact leaders, the Director of Essential Needs & Nonprofit Engagement, with support of team leadership, engages volunteers in the impact strategy process as well as nonprofit enrichment and capacity building, ultimately helping live out our mission to improve lives and community conditions in measurable, lasting ways.

The Director of Essential Needs & Nonprofit Engagement is responsible for working with nonprofit organization grantees, understanding local community needs and resources, educating the public on hardships facing families and individuals, and helping support nonprofit development and capacity building throughout Sheboygan County to actively advance the mission and goals of UWSC while serving with other senior staff on the leadership team to build a culture of collaboration both internally and externally.

Overview of Responsibilities

- Leads funding impact efforts specific to essential needs
- Maintains current knowledge of community needs
- Staff liaison and lead to the Community Action Team (CAT)
- Coordinator of Innovation Grants
- Public presentations on community data (examples include Asset Limited Income Constrained Employed (ALICE) data as well as 211 information and referral data)
- Represents United Way on essential needs community coalitions and committees including, but not limited to, the Anti-Hunger and Sheboygan County Housing Coalitions
- Nonprofit development and support for capacity building, including staff liaison to United Way's nonprofit advisory committee
- Represents UWSC as needed in public venues and community events and demonstrates exceptional interpersonal skills

- Actively engages and leads community outreach efforts, working in partnership with the development team to aid workplace campaign activities
- Supports marketing efforts and works alongside leadership team to supply data for completion of impact report(s), annual report and creation of materials that highlight UWSC's issue-focused impact areas
- Develops and maintains strategic partnerships with all stakeholders including nonprofit grantees, nonprofit partnering agencies, donors, collaborating organizations, business leaders, foundation representatives, and others
- Models and works to advance UWSC's commitment to diversity, equity, inclusion, and belonging in partnering and engaging with board, staff, volunteers, donors, and community stakeholders
- Staff liaison/leader of our local 211 regional committee
- Attends United Way WI impact roundtable meetings and engages in the United Way Network

Special Events

- Leads and coordinates the Nonprofit Appreciation Day special recognition event
- Supports the organization and collaborates with UWSC staff in overall execution of special events including, but not limited to, impact-focused events, Campaign Celebration, Day of Caring, Spirit Awards, etc.

Campaign-Specific Engagement

- Works closely with the fund development team to assist in Workplace Campaigns, identified as staff co-lead for nonprofit workplace giving, and donor-specific giving to align messaging and strategy for engagement, including supporting the creation of materials
- Works closely with corporate partners to support Workplace Campaigns, including presenting at workplaces, solidifying employer/employee donations, and supporting company-specific stewardship needs when needed

Internal Impact Leadership

- Provides internal leadership for the team around community needs and data related to housing, food insecurity, financial stability, and overall basic needs supports
- Supports grant writing efforts when possible, working closely with the fund development and impact team colleagues to contribute to grant needs and tell the United Way story
- At this time, there is no direct report but future possibility for supervisory responsibilities

Qualifications, Education & Experience

This position is for YOU if you have a strong passion for helping others, enjoy leading teams to understand community needs, love to collaborate across sectors to create community impact, public speaking and facilitation are your jam, see yourself as self-motivated and sufficiently work well on your own but also enjoy working in a team environment among multiple departments, appreciate a change of scenery from time to time in a fast moving yet family-friendly environment, are a coveted problem-solver and doer, plus can envision yourself as a professional connector to nonprofits, donors, and those we serve by amplifying our work. The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully. **If you do not have the exact qualifications below but think you may be good fit, we encourage you to apply.**

- BA/BS in nonprofit management, business, human services or fundraising field suggested
- 3-5 years of nonprofit sector work experience
- Knowledge of Sheboygan County community needs, nonprofits, and/or willingness to jump in and learn
- Understanding of, and commitment to, discretion and confidentiality when dealing with donor information
- Experience and skills working as a team player
- High emotional intelligence and ability to work effectively with a variety of people and organizations
- Ability to motivate and retain volunteers, including donors and committee members
- Proven time management, planning, organizational, and analytical skills
- Effective communicator, including public speaking, writing, and active listening skills
- Must have schedule flexibility to attend events that may occur in the early morning, evening, and weekends when necessary (majority of work hours are during a “typical” work day 8a-4p, but evening and weekend events do occur with advance notice)
- Must have valid driver’s license and access to a vehicle to travel to workplace campaigns and other offsite work obligations.
- Must be reliable and willing to take on other duties as assigned
- Bonus, experience in CRM or donor database systems and ability to utilize data and information to measure and evaluate performance to drive decisions
- Bonus, experience in fundraising strategies and donor engagement

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of every activity, duty or responsibility required of the employee for this job. Duties, responsibilities, and activities may change at any time given the nature of the work.

Overall Competencies

1. **Job Knowledge:** Understands and applies UWSC mission, values, and policies. Knows and understands the specific requirements of their position. Demonstrates analytical and conceptual skills. Performs the technical skills required for their work. Organizes and utilizes resources to accomplish tasks. Up to date with trends in field.

2. **Initiative:** Follows through on assignments and responsibilities with minimal supervision. Originates new ideas or methods. Takes action without prompting. Identifies ways to innovate and improve processes.

3. **Communication:** Communicates effectively and clearly with manager, co-workers and public in writing and orally. Ideas are presented in an organized fashion and are easily understood. Exhibits a pleasant, upbeat communication style. Exhibits strong emotional intelligence skills.

4. **Work Quality:** Work produced is accurate, timely, and appropriate. Work performed meets goals for quantity and quality. Meets deadlines. Manages budgets within constraints. Sensitive to issues of confidentiality.

5. **Team Player:** Displays commitment to and involvement in UWSC initiatives, programs, and events. Collaborates well with others within and beyond the department. Performs fair share of duties and tasks. Willingly lends a hand to co-workers.

6. **Job & Professionalism:** Shows enthusiasm, optimism, and desire to help others. Strives to achieve goals. Behaves appropriately with co-workers, UWSC volunteers, community partners, and donors.

Presents self positively and responsively. Contributes to a positive work environment. Demonstrates a high level of ethics in their work.

7. Judgment & Problem Solving: Arrives at decisions in a thoughtful, logical manner. Considers alternatives. Applies expertise to solve problems. Seeks advice from and consults with others when appropriate. Makes good decisions and follows through. Is thoughtful about the use of UWSC resources and does not waste unnecessarily.

8. UWSC Culture and Service: Understands and aligns with the UWSC culture and mission consistently and contributes to making UWSC a warm and welcoming place. Helps enrich lives. Greets and interacts with others in a friendly, welcoming manner. Addresses service issues immediately and effectively.

9. Interpersonal Skills: Well-developed interpersonal and leadership skills and the ability to work with people of varying backgrounds and cultures. Dynamic public speaker with an effective public presence is beneficial. Demonstrates flexibility and ability to deal with change. Strong project and time management skills and possesses a demonstrated ability to think and act strategically.

10. Language Skills Exceptional written and oral communication skills. Ability to effectively present information and respond to questions from groups of donors, partner agency representatives, and the general public.

11. Computer Skills: To perform this job successfully, an individual should have a proficiency in Windows and Microsoft Office, and an ability to become proficient in industry-specific database systems. Practical knowledge of web environment and use of social media platforms necessary.

Work Environment & Physical Demands

Reasonable accommodation may be made to enable individuals with disability to perform the essential functions of this job. Access to a vehicle and state-issued license is encouraged for travel needs (events, volunteer recruitment, presentations) but majority of the position is at a typical office space doing standard office functions. Noise level is typically quiet but can vary.

Salary and Benefits

Salary Range: \$56,000-\$62,000

Benefits: 75% employer paid (individual or family) health insurance premium, 403(b) with 7% employer contribution (no employee contribution needed), FSA (\$50 employee contribution for the \$1,510 employer addition), generous Paid Time Off including winter shut down, Holidays, Life Insurance, Short-Term and Long-Term Disability, family-friendly workplace environment with hybrid work model (if desired)

Hiring Timeline

This job posting will remain open until the best candidate is found.

To Apply

To apply please send cover letter and resume to Kate Baer, President & CEO, at kate@uwofsc.org.