



## **Community Impact/Investments Team Specialist**

The United Way of Buffalo & Erie County is seeking a knowledgeable, organized and performance focused individual to provide administrative support to our impact and investment staff. This is a full-time position that reports to the Director of Research and Public Policy.

### **Responsibilities:**

- Coordinates tasks related to the former Agency Executive Association, including the CEO Leadership Forum, Leadership Development Program, seminars, networking events, and an annual luncheon.
- Manages in-kind donation process, which includes donations from companies and agencies for such things as furniture, office supplies, sports tickets, and other tickets.
- Manages contacts and content of the United Way weekly email. Sends weekly email to the mailing list members.
- Recruits agency speakers and schedules tours, tabling events, and speakers through the UW Speakers Bureau.
- Assists with trainings, seminars, and meetings run by impact and investment staff.
- Assists with managing investment process, including updating the website with all relevant funding information.
- Schedules all investment related meetings.
- Monitors all required documents from funded agencies.
- Maintains established departmental policies, procedures, and objectives.
- Transcribes meeting minutes and/or summaries for CI/Investment related committees.
- Maintains contact lists for Community Impact coalitions overseen by United Way.
- Attends organizational, departmental, and committee meetings as directed.
- Visibly demonstrates UW values of service, integrity, collaboration, accountability, and innovation.
- Performs general office duties such as typing, filing, data entry, etc.
- Job related travel to designated meetings and events throughout the community.
- Performs other duties as requested.

### **Education, Skills, Knowledge, Experience:**

- Five (5) years of experience in the health and human services sector, or related field.
- Strong organizational, cross-functional, and customer service skills required.
- Ability to review and edit general business correspondence and documents.
- Strong oral and written communication skills required.
- Ability to work in a team environment.
- Excellent computer skills, including experience with Windows 10, Microsoft Office 2016 or later, Google G Suite, and CRM database and mass-email marketing systems.

For consideration, please email a cover letter and resume to [jobs@uwbec.org](mailto:jobs@uwbec.org) attention Beth Sullivan, Human Resource Manager.

*United Way of Buffalo & Erie County has a commitment to equal opportunity employment by affirming the value of diversity and by promoting an environment free from discrimination. UWBECE encourages people of diverse backgrounds and experiences to apply for this position.*