Position: WomenGive Navigator

Reports To: Vice President of Community Impact

Position Status: Part-time (24 to 30 hrs wkly), benefits, EOE

Scope of Position: This individual will help mobilize the community and UWLC volunteers to achieve the organization’s strategic goals. This position will be responsible for comprehensive program and recipient management of WomenGive.

**Essential Job Functions:**

**WomenGive (WG) Program Management**
- Provide leadership and support to the WG committees focused on programming and recipient relationships. This includes the Scholarship Review/Reading Committee, Connections Committee, and the Measuring Success Committee.
- Provide direct support to recipients of the WG scholarship through application assistance, selection of a childcare provider, emergency assistance requests throughout the funded semester(s).
- Act as a navigator to provide additional community information and referral resources for WG recipients.
- Manage all childcare provider financial and programmatic relationships.
- Ensure programmatic outcomes and priorities are in alignment with the strategic goals of United Way of Larimer County
- Assist in the creation of an outcomes reporting framework to increase program accountability and funding priorities.
- Research public policy issues related to the mission of WG and provide content updates and advocacy opportunities to the WG Leadership Committee.
- Develop and implement a community outreach plan for potential scholarship recipients, childcare providers, and direct-service agencies.
- Provide content expertise to WG events and promotional materials, in-tandem with UWLC Resource Development.
- Participate on the WG Leadership Committee and provide program content and expertise.
- Effectively follow through with thorough cultivation, timely acknowledgement and consistent stewardship of volunteers, and affinity group members.

**Volunteer Engagement**
- Align volunteers with the impact agenda of UWLC by providing strategic engagement opportunities to advance the common good and deepen their relationship with UWLC.
- Supervise volunteers effectively by providing clearly defined roles and expectations.
- Strengthen community engagement strategies by mobilizing volunteers and providing pathways to increase support to issues related to family self-sufficiency and quality early care and education.
• Build strong relationships between UWLC and WG members, volunteers, partners, recipients, and the community.

Other Job Functions
• May supervise volunteers/interns
• Other duties as assigned

Skills and Specifications
• Strong case management, program development, and communication experience
• Ability to lead and manage volunteers and volunteer groups
• Ability to collaborate with other departments, organizations, and peers to reach common goals
• Strong verbal and written communication skills, including demonstrated presentation and public speaking skills
• Excellent project management skills with the ability to exercise independent judgment and critical thinking, as well as establish metrics to effectively track progress
• Excellent interpersonal skills with a positive customer service focused attitude with the ability to infuse stellar internal and external customer service into all activities
• Ability to work successfully with all departments within UWLC and proven teamwork skills
• Strong planning and organizational skills with attention to detail
• Ability to analyze and interpret statistical data as well as maintain accurate data records in Andar database
• Thorough knowledge of MS Office applications
• Ability to function effectively in a fast paced and changing work environment
• A strong desire to be a positive contributing member to our community while upholding the mission UWLC

Education and Qualifications
• Bachelor's degree required, MSW preferred
• Minimum two years related work experience in case management and/or related field
• Experience with non-profits and volunteer management
• Experience actively building and maintaining strong relationships with business professionals and organizations
• Proficient computer skills in Microsoft Office Products, database experience preferred

The above qualifications and duties are to be considered representative of the duties of the above-referenced role. This listing should not be considered comprehensive; over time, the needs of the organization and of this role may change.