

JOB DESCRIPTION

UNITED WAY OF CENTRAL MINNESOTA

Job Title: Director of Healthy Community

Exemption Status: Full Time (40 hours) Exempt

Supervisor: President & CEO

GENERAL:

The Director of Healthy Community provides leadership in implementing the vision and mission of the Health Advisory Committee of the United Way of Central Minnesota. They implement the work of the Health Charter, enhance and grow community programs and partnerships.

KEY AREAS OF RESPONSIBILITY:

Implement Work of Health Advisory Committee Charter

- Coordinate and support Navigator Network Initiative
- Collaborate with Community Impact Leads to enhance collective impact measures throughout the organization
- Provide direction and support decision making within the Health Advisory Committee
- Facilitate and support decision making process for the Investment Committee

Enhance and Grow Community Programs and Partnerships

- Work with strategic goal areas to build relationships, align community resources, and reduce organizational barriers
- Support, develop and grow organization programs, networks and collaborations
- Attend partner meetings and provide leadership on behalf of the United Way

General:

- Maintains work flow and organization, prioritizing tasks to best meet the overall needs of the organization.
- Comply with all policies & procedures, participates in organizational meetings, events, and training, and represents the organization in a professional manner.
- Uphold values as identified by the organization, both internally and externally
- Perform other duties as required, assists co-workers as time permits, and perform duties as related to care of the facility, maintaining a clean and safe work environment for all.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

JOB RELATIONSHIPS WITH:

President/CEO United Way, Staff of United Way of Central MN, Health and Community Partners, and General Public.

MINIMUM QUALIFICATIONS:

- 4-year college degree, or equivalent experience.
- 3 years experience working with community initiatives and/or mobilizing community action
- Ability to effectively collaborate with internal and external partners
- Ability to communicate clearly and foster relationships with all stakeholders
- Strong communication skills, both verbal and written.
- Computer skills, including proficiency in Microsoft Office Suite and Google Suite.

PREFERRED QUALIFICATIONS:

- Staff supervision experience
- Experience analyzing and using data for program planning and decision-making
- Budget planning and management experiences
- Grant writing experience
- Communications coordination, including e-newsletters, presentations, and other written communications

Approved:

Stephen Jones, President & CEO