

Position Title: Community Impact Director

Organization: United Way of Wilson County, Inc.

Location: Wilson, North Carolina

Schedule: Full-time, 36 hours per week on site 4 hours remote | Exempt

Salary Range: \$52,000 – \$59,000 (commensurate with experience)

To Apply:

Submit a cover letter and resume to: director@unitedwayofwilson.org

Applications will be reviewed on a rolling basis.

Position Summary:

The **Community Impact Coordinator** plays a vital role in advancing the United Way of Wilson County's mission by leading community engagement, volunteer development, and corporate partnership activities. This position works closely with the Executive Director, Board of Directors, Community Impact Committee, and local stakeholders to strengthen community impact, grow volunteerism, and increase brand visibility. The ideal candidate is a dynamic communicator, strategic thinker, and collaborative leader with a passion for community service, fundraising and relationship building.

Key Responsibilities:

Fundraising, Community Engagement & Strategic Partnerships (40%)

- Lead volunteer coordination efforts, facilitate employee and community giving campaign and manage updates to the organization's website and communication platforms, including board and partner spotlights.
- Serve as a communications liaison across staff, board, volunteers, and community partners. This includes creating marketing pieces, creating pledge cards and distributing Thank-you notes.
- Build and sustain strategic partnerships with community organizations to enhance awareness, impact, and support of United Way initiatives.
- Represent United Way at local meetings, coalitions, and collaborative groups to stay informed of community needs and coordinate responses.
- Oversee logistics for in-kind donations, including collection drives, inventory, and agency distribution.
- Assist with securing sponsorships and coordinating logistics for key events such as Day of Caring, Campaign Celebration, and others.

Corporate Engagement & Volunteerism (40%)

- Lead planning and execution of corporate engagement strategies in partnership with team members.
- Develop and manage customized volunteer projects and events for corporate partners and community organizations by organizing employee campaign fundraising.
- Cultivate new volunteer opportunities that align with United Way's mission and strategic goals.
- Foster strong working relationships with business leaders, service providers, and key community stakeholders.

Reporting (20%)

- Must be able to enter data and provide results from fundraising efforts. The Community Impact Director sends thank you letters, creates motivating ideas for campaign giving and creates newsletters and annual reports to highlight the work of the United Way.

Qualifications & Skills:

Minimum Requirements:

- Bachelor's degree or equivalent work experience in community engagement, nonprofit management, volunteer coordination, or related field.
- 1–2 years of experience in a nonprofit or community-based setting.
- Proficiency in Microsoft Office Suite and digital communication tools (e.g., Constant Contact, website editing platforms, social media).
- Excels in using CANVA, Google Forms and other market tools.
- Strong written and verbal communication skills.
- Reliable transportation and flexibility to attend evening/weekend events as needed.

Preferred Attributes:

- Ability to manage multiple projects and meet deadlines with strong organizational and time-management skills.
 - Comfortable with public speaking and leading community or volunteer meetings.
 - A team player who thrives in a collaborative, mission-driven environment.
 - Committed to diversity in all aspects of work.
 - Experience in event planning, corporate relations, and/or community outreach is a plus.
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Schedule & Work Environment:

- **Monday–Thursday:** 9:00 AM–5:00 PM (On-site)
 - **Friday:** 9:00 AM–1:00 PM (On-site), 1:00 PM–5:00 PM (Remote)
 - **Additional Availability:** Remote support as needed during evenings and weekends, including responding to urgent emails, calls, or texts.
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Benefits:

- Health and dental insurance (beginning on the 1st of the month following 60 days of employment)
 - SEP Retirement Plan
 - Paid holidays
 - Two weeks of vacation after one year of service
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