

# Fostering an Equitable, Engaged, Empowered Community



CAREER OPPORTUNITY:

## Community Engagement Manager

Position Posted: 10/9/2025

Application Deadline: 10/24/2025

- To apply, please send a cover letter and resume to [careers@unitedwaydm.org](mailto:careers@unitedwaydm.org)
- For more organizational information, please visit [www.unitedwaydm.org](http://www.unitedwaydm.org)

### Organizational Summary

For more than a century, United Way of Central Iowa (UWCI) has played a unique role in bringing together people and organizations from every corner of central Iowa to create and implement initiatives that address the community's most pressing needs. UWCI has purposely leaned into its expertise and has sought out the expertise of others in the community to ensure lasting impact. Growth and adaptation plus tried-and-true strategies are helping the organization to dig deep and foster an equitable, engaged, and empowered community.

Today, UWCI has 59 employees and approximately \$35 million in net assets and is dedicated to authentically engaging nonprofits, businesses, elected officials, community leaders, and those with lived experiences to collaborate and implement long-lasting solutions. UWCI remains committed to building upon its work to eliminate barriers and challenges for all central Iowans. Our overall strategy – United to Thrive – creates an imperative that all individuals in the community should not just survive but thrive. The United to Thrive five focus areas include Essential Needs, Early Childhood Success, Education Success, Economic Opportunity, and Health and Well-Being. See the link above for more information about our organization.

### Position Summary

The Community Engagement Manager advances United Way's mission of improving lives by coordinating and supporting UWCI community coalitions, initiatives designed to inform, inspire, and encourage action to address barriers faced by individuals living in poverty and to create a thriving community for all. Coalitions and initiatives are comprised of individuals with lived experience, nonprofit, government, and faith-based organizations. At the direction of the Senior Community Engagement Officer, this role must maintain and build strong relationships with various stakeholders with a service-oriented approach to foster and strengthen coalitions, work groups and initiatives. This position will work collaboratively with other community impact team members to advance the organizational goals.

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The Community Engagement Manager will also manage projects and initiatives related to critical community issues that are aligned with the organization's United to Thrive strategies. This position will project manage the current Food Security Plan which includes oversight of contractors, scheduling and coordinating trainings and meetings, and ensuring expenses stay within the project budget and grant compliance.

We offer a full benefits package and a hybrid work schedule of 3 days in the office and 2 days remote after 90 calendar days of employment for this full-time position. The starting salary range is \$61,000 - \$65,000 depending on relevant experience. We're committed to building an inclusive team; we invite candidates of all backgrounds to apply.

## **Essential Accountabilities Include (but not limited to):**

- Work closely with the Senior Community Engagement Officer to support and advance the work of community coalitions and critical community issues.
- Project manage current initiatives and collaborations as directed by the Senior Community Engagement Officer. This includes supporting the creation and execution of project budgets and overseeing contractor and vendor relationships.
- Coordinate and communicate meeting logistics for coalitions and community engagement initiatives and ensure meetings are scheduled to meet the diverse work group members.
- Develop and maintain positive relationships with community partners, agencies, diverse stakeholders, and UWCI staff that strengthen coalitions and community engagement initiatives.
- Manage databases of individuals, organizations, committees, work groups, cabinets and boards.
- Facilitate appropriate communication and understanding of meeting outcomes by compiling and distributing notes from community meetings to stakeholders.
- In collaboration with the Senior Community Engagement Officer and the Strategic Communications Team, manages applicable communications plans, including social media marketing and communications strategies and tactics.
- In collaboration with the Senior Community Engagement Officer, coordinates and manages events, convenings and special projects.
- Stay informed of relevant community issues and communicate findings to appropriate stakeholders.
- Collaborate with other UWCI team members to accomplish other projects as assigned or requested.

## **Competencies Required:**

- **Relationship Skills:** Ability to establish and maintain positive and professional relationships with stakeholders and coworkers.
- **Equity Understanding:** Ability to incorporate the organization's equity strategies into areas of accountability.
- **Decision Making:** Ability to evaluate data and information and select an effective suitable course of action using sound judgment.
- **Project Management:** Ability to plan, organize, direct and control tasks to meet specific goals.

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- **Analytical Skills:** Ability to develop information from various sources and formats into meaningful conclusions.
- **Communication skills – Verbal:** Ability to send tactful and appropriate verbal messages and listen to others' response to convey information. This includes the ability to present information to both individuals and groups in a meaningful and engaging manner.
- **Communication – Written:** Ability to write concise, clear letters, reports, articles, or emails including proofing and editing work.
- **Technical aptitude:** Ability to relate to topics that require specialized knowledge and understanding.
- **Tactful – Demonstrates a high level of ability to show consideration and avoid giving offense in dealing with others.**
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- **Adaptability:** Ability to adapt to changing workplace conditions.
- **Time management:** Ability to effectively use available time for the completion of necessary job tasks.

## Education:

- Associate degree or bachelor's degree preferred. Years of relevant experience may also be considered in lieu of some education.

## Experience

- Minimum three years' experience in program coordination/support role or similar work
- Knowledge of poverty barriers and the human services system.
- Working with vulnerable and/or marginalized populations
- Providing support in an office and team environment
- Service-oriented support roles (internal or external)
- Strong knowledge of Microsoft Office Products.
- Familiar with database maintenance strongly preferred
- Electronic communications for a broad audience including social media

United Way is an equal opportunity organization and all qualified applicants for employment or contract assignments will receive consideration for employment without regard to race, religion, skin color, gender, national origin, ethnicity, sexual orientation, gender identity, physical or mental abilities, genetic information, pregnancy, disability, age, family or marital status, veteran status or other characteristic protected by applicable. United Way of Central Iowa will consider qualified candidates with criminal histories in a manner consistent with the role requirements and any applicable local, state, and Federal law. If you are a job seeker with a disability, or are assisting someone with a disability, and require accessibility assistance or an accommodation to apply for one of our jobs, please call 515-246-6516.