Position Summary:

The United Way Peterborough & District (UWP) operates as an open, dynamic, high functioning team that values resourcefulness, creativity, and integrity. United Way is an essential part of our community's social fabric. We are part of the social contract that creates equality of opportunity and works to empower and mobilize our neighbours, organized labour and corporate partners to contribute their time, resources and influence to build strong, inclusive communities.

Reporting to the Sr. Director Operations, the Manager of Community Impact manages UWP's community investment, funded-partner relationships, community research, evaluation, and community-development initiatives. The Manager translates approved organizational priorities into plans, partnerships, funding recommendations, and measurable outcomes that respond to community needs and strengthen the local nonprofit sector. The position connects evidence and lived experience with decisions about how UWP invests its resources and works with others to address poverty and related social issues. The Manager leads the day-to-day Community Impact portfolio and works closely with the Sr. Director Operations, CEO, Campaign, Communications, Finance, volunteers, and community partners. The role provides analysis and recommendations to inform organizational strategy, investment decisions, and advocacy, and is accountable for delivering approved plans within established budgets and delegated authority.

Key Duties and Responsibilities:

Community Impact Planning & Implementation

- Develop and implement annual Community Impact work plans aligned with UWP's strategic priorities, community needs, available resources, and approved commitments.
- Translate priorities into clear objectives, activities, timelines, responsibilities, and measures of progress, and report on results to the Sr. Director Operations.
- Recommend improvements to community investment priorities and approaches using research, funded-partner results, community input, and emerging needs.
- Engage community partners and people with lived experience in shaping initiatives and identifying barriers to participation and access to services.
- Identify emerging issues, delivery risks, and resource needs, and bring forward practical options for leadership consideration.

Community Investment & Funding Allocations

- Manage the community investment cycle, including funding opportunities, application guidance, intake, assessment, recommendations, agreements, monitoring, and reporting.
- Maintain clear and consistent eligibility criteria, assessment tools, timelines, and documentation that support fair, transparent, and accountable funding processes.
- Assess applications and funded initiatives against community needs, organizational priorities, expected outcomes, delivery capacity, and available funding.

- Coordinate funding agreements, reporting requirements, and follow-up with funded organizations, and work with senior leadership to support approved payments and accurate records.
- Monitor funded activities, use of funds, reporting compliance, and agreed outcomes; address routine concerns with partners and escalate significant risks or unmet commitments.
- Review investment results and recommend adjustments to funding approaches, with funding decisions and commitments made through UWP's established approval processes.

Funded Partner Relations & Sector Capacity Building

- Serve as a primary operational contact for funded organizations and maintain regular, constructive relationships with agency leadership and relevant boards or committees.
- Communicate funding expectations, organizational policies, reporting requirements, and approved decisions clearly, and coordinate timely responses to partner questions.
- Use partner meetings, site visits, and ongoing dialogue to understand service pressures, organizational capacity, community needs, and opportunities for collaboration.
- Support partners in strengthening outcome measurement, evaluation, governance, and organizational practices through practical guidance, shared resources, and coordinated learning opportunities.
- Develop and facilitate training or peer-learning activities where needed, and bring partner feedback into improvements to UWP's funding and community-impact practices.

Research, Evaluation & Impact Reporting

- Plan and coordinate community-based research and evaluation with agencies, academic partners, researchers, and people with lived experience to inform local priorities and action.
- Develop practical outcome measures and reporting tools that distinguish activities delivered, people reached, and changes achieved through funded programs and collaborative initiatives.
- Review partner reports and community data for accuracy, completeness, emerging trends, and lessons that can improve investments and program delivery.
- Support funded partners in collecting and interpreting useful evidence, with reporting expectations proportionate to the work and the organization's capacity.
- Prepare clear reports, briefings, and presentations that explain findings, limitations, community outcomes, and recommended action for leadership, committees, and partners.
- Maintain organized research and impact records, and coordinate appropriate consent, confidentiality, and data-sharing practices in collaboration with research partners.

Program, Project & Budget Management

- Manage assigned Community Impact programs and projects from planning through delivery, evaluation, and reporting, with clear responsibilities and deliverables for participating partners.
- Prepare the annual Community Impact budget with the Sr. Director Operations and Finance, monitor spending and commitments, and report variances or resource pressures.
- Coordinate project activities, meetings, training, events, consultants, and other resources within approved work plans, budgets, and delegated authority.
- Identify funding opportunities and prepare proposals and funder reports for approved Community Impact initiatives in collaboration with leadership, Finance, and Campaign.
- Maintain reliable project records and reporting schedules, and improve procedures to strengthen delivery, accountability, and responsiveness to community partners.

Volunteer Management

- Recruit, orient, train, support, and provide day-to-day supervision to Community Impact volunteers, including volunteers participating in funding assessment and community initiatives.
- Set clear volunteer responsibilities and work plans, provide feedback, and ensure volunteers understand confidentiality, conflicts of interest, and the limits of their role.
- Provide staff support to relevant community investment committees, advisory groups, and partner councils, including briefing materials, recommendations, and follow-up.
- Coordinate volunteer and committee contributions so they inform timely decisions and support consistent, well-documented processes.

Organizational Collaboration & Impact Communications

- Provide Communications and Campaign with verified findings, community context, partner information, and impact examples for reports, presentations, donor stewardship, and fundraising.
- Work with Communications and community partners to share stories and results accurately and respectfully, with appropriate consent and attention to privacy and dignity.
- Prepare and deliver presentations about community needs, UWP's investments, and the results of community initiatives to internal and external audiences.
- Work with the Sr. Director Operations and other staff to coordinate Community Impact priorities with organizational planning, fundraising, communications, and financial reporting.

Authority and Decision-Making

The Manager of Community Impact is authorized to independently manage routine community investment administration, funded-partner relationships, research and evaluation activities, project delivery, and volunteer supervision within approved organizational priorities, work plans, budgets, policies, and delegated authorities.

Within these parameters, the Manager of Community Impact has the authority to:

- organize and prioritize day-to-day work within the Community Impact portfolio;
- coordinate approved funding processes, assess applications against established criteria, and prepare funding recommendations;
- communicate directly with funded organizations, applicants, community partners, researchers, and volunteers;
- request reports, supporting documentation, clarification, and follow-up required under approved funding agreements;
- monitor funded activities and outcomes, address routine reporting issues, and identify concerns requiring escalation;
- schedule and conduct partner meetings, site visits, consultations, and approved community activities;
- coordinate approved research and evaluation activities and review the accuracy and completeness of impact information;
- recruit, orient, train, assign work to, and supervise assigned volunteers;
- represent UWP at assigned community tables and partnership meetings within approved organizational positions;
- adjust routine activities and timelines where changes remain consistent with approved commitments and available resources;
- access information required for the role, subject to established confidentiality, privacy, and access requirements; and
- recommend improvements to funding approaches, partnerships, programs, research, and operational practices.

Guidance or approval from the Senior Director, Operations is required where a matter:

- falls outside approved priorities, work plans, budgets, policies, or delegated authority;
- involves a new initiative or a material change to community investment priorities, funding criteria, or program commitments;
- requires a funding decision, an exception to approved requirements, or a change to a funding agreement;
- involves a new contract, partnership agreement, financial commitment, or unbudgeted expenditure;
- involves suspected misuse of funds, significant reporting failures, unmet funding conditions, or concerns about a partner's ability to deliver;
- presents significant financial, legal, privacy, ethical, reputational, or operational risk;
- involves a sensitive, disputed, high-profile, or strategically significant partner relationship;
- requires new arrangements for collecting, accessing, or sharing sensitive information;
- affects other organizational portfolios or requires a material reallocation of resources;
- involves a serious volunteer conduct, safety, or confidentiality concern; or
- requires a new advocacy position, public commitment, or public comment outside approved messaging.

When unsure, the Manager of Community Impact should confirm the appropriate course of action with the Sr. Director Operations.

The Manager may assess applications, recommend investments, and administer approved funding agreements. Unless expressly authorized through documented delegation, the Manager may not approve or promise funding, sign contracts or agreements, change funding conditions, authorize payments, commit organizational funds, or alter approved budgets. The Manager must follow established financial and approval controls. The CEO or Sr. Director Operations may lead strategically significant partnerships, advocacy matters, or sensitive funding discussions. The Manager remains responsible for supporting analysis, coordination, documentation, and follow-up unless responsibility is reassigned.

The Sr. Director Operations will escalate matters involving significant organizational risk, major financial commitments, or material changes to organizational direction to the CEO and, where required, the Board of Directors.

Education & Experience:

- Post-secondary education in community development, social work, social sciences, public policy, nonprofit management, or a related discipline, or an equivalent combination of education and relevant experience.
- Progressively responsible experience in community development, community investment, program management, research, evaluation, or a related function.
- Demonstrated experience managing programs or projects, translating priorities into work plans, and monitoring budgets, deliverables, and outcomes.
- Experience assessing funding applications, administering grants, managing funding agreements, or preparing and reviewing funder reports.
- Experience building partnerships, facilitating groups, and working with community organizations and people with diverse lived experiences.
- Experience recruiting, training, coordinating, or supervising volunteers.
- Experience in community-based research, outcome measurement, nonprofit governance, or collaborative policy and advocacy work is considered an asset.

Knowledge, Skills & Abilities

- Strong understanding of community development, poverty and related social issues, and the role of community investment in addressing local needs.
- Strong relationship-building and facilitation skills, including the ability to navigate differing perspectives and support practical, shared decisions.
- Strong analytical, research, and evaluation skills, with the ability to interpret qualitative and quantitative information and turn findings into recommendations.
- Ability to assess funding proposals and organizational capacity, understand program budgets, and monitor agreed commitments and results.
- Excellent written and verbal communication skills, including preparation of reports, proposals, briefings, and presentations for varied audiences.
- Strong project-management and organizational skills, with attention to accuracy, documentation, competing deadlines, and follow-through.
- Sound judgment, discretion, and the ability to handle sensitive community, partner, financial, and personal information appropriately.

- Ability to work independently within delegated authority, recognize matters requiring escalation, and collaborate effectively across organizational functions.
- Proficiency with Microsoft Office applications, including Word, Excel, Outlook, and PowerPoint, and comfort using databases, survey tools, and shared information systems.
- Commitment to accessibility, equity, anti-oppressive practice, and meaningful participation by people with lived experience.
- Commitment to UWP's mission of building a strong, inclusive community.

Working Conditions/Physical Environment:

Work is performed in an office environment based in downtown Peterborough and in community settings. The position requires travel within Peterborough and surrounding communities for partner meetings, site visits, community activities, and events. Non-traditional hours are sometimes required due to deadlines or meeting and event schedules.

Benefits:

Extended healthcare benefits; matched RRSP contributions; paid holidays, vacation days, and sick days; office closure between Christmas and New Year's; and half-day Fridays in July and August.

Position type & Salary Range: 1.0 FTE, $65,000.00 – $70,000.00

Vacancy Status:

This posting is for an active job vacancy.

Accommodations are available upon request throughout all stages of the recruitment and selection process. If you require an accommodation or this job posting in an alternative format, please contact recruitment@uwpeterborough.ca.

How to apply:

To apply, submit your cover letter and resume to recruitment@uwpeterborough.ca by December 4, 2026.

Due to the volume of applications, we will contact only candidates selected to move forward in the interview process.