

Community Impact Coordinator



Reports to: Strategic Impact Director

Location: Western Wisconsin (La Crosse and surrounding counties) and Houston County, MN

Status: Hourly, full time, and benefitted position

Organization: Great Rivers United Way

Position Summary:

This position is a member of a team that works towards achieving long-lasting, meaningful community change positively impacting the Coulee Region. This position has two main areas of responsibility: coordinating a community needs assessment every three years and coordinating granting processes to direct funds toward meeting those needs. Great Rivers United Way serves a regional area of eight counties around La Crosse, WI. Some travel will occur.

Key Responsibilities:

In partnership with the Strategic Impact Director, this position will do the following:

Coordinate Grant Processes

- Maintain positive relationships with nonprofit partners throughout the region.
- Serve as the liaison between grantees and Great Rivers United Way.
- Coordinate the complete granting process: application development, notification of grant funds available, applicant assistance, grant review volunteer recruitment, volunteer training, facilitating review teams, funding recommendation development, applicant notification, collect grantee agreements, and collect grantee reports.
- Facilitate the Fund Distribution Steering Committee and work with the Strategic Impact Director to formalize recommendations to the Board of Directors.

Coordinate Community Needs Assessment

- With guidance from Strategic Impact Director, lead steering committee consisting of members from county health departments, healthcare organizations, and other community partners that assesses and reports on the top community needs.
- Manage the project work groups, timeline, communications, and budget.
- Delegate tasks to work group members and monitor progress.
- Support data collection activities: community survey, focus groups, and gathering secondary data indicators.
- Support community meetings in each county to discuss the data and prioritize needs.
- Cultivate mutually beneficial relationships with community stakeholders.

Qualifications:

Education: Our ideal candidate would have a bachelor's degree in a human service-related field, i.e. public health and/or sociology. Project Management certification is a plus.

Experience: One to two years of work experience in project management, public health, or nonprofit work. Grant writing or facilitation experience a plus. New graduates with some experience are encouraged to apply.

Knowledge:

- Community research methods – qualitative and quantitative
- Intermediate skill-level using Microsoft applications: Word, Excel, PowerPoint, Teams, Outlook
- Grant giving management and reporting software
- Knowledge of the local nonprofit environment
- Group facilitation techniques
- Project management

Skills:

- Strong organizational and time management skills.
- Excellent program management and implementation skills.
- Ability to work in a fast-paced, dynamic environment, handling multiple tasks simultaneously.
- Demonstrated ability to build and sustain productive relationships.
- Work professionally and effectively with diverse individuals, groups, organizations, and communities.
- Excellent written and verbal skills are needed.
- Team oriented environment, so being able to relate to many and work well with others.
- Ability to identify gaps in personal knowledge and skills and seek out education and resources to fill those gaps.

Great Rivers United Way is an Equal Opportunity Employer.

Starting Hourly is \$22 but can be negotiated based on experience.

Send cover letter and resume to Amy Hackbarth at ahackbarth@gruw.org.

Deadline: November 18, 2026.