



Impact America Alabama State Director Job Description

Summary of Program: Impact America activates recent college graduates to address consequences of poverty through health, economic, and education-based initiatives – creating lasting impact in local communities. In order for our communities and institutions to thrive, we desperately need the talent, vitality, and perspective that this generation can bring. In fact, this generation of college students and recent graduates is among the most charitable in American history, with many yearning for an opportunity to make a real difference in communities of need. Impact America provides that opportunity through distinct initiatives, in partnership with AmeriCorps, promoting change while cultivating leadership. Impact America programs are:

- **FocusFirst**, a high-tech vision care initiative serving young children in urban and rural areas
- **SaveFirst**, a free tax preparation initiative serving low-income, working families
- **SpeakFirst**, a debate and college preparatory program for high-school students in Birmingham

General Description: The Regional Director serves as the “face” of the designated Impact America Office, providing the leadership, administration, and community outreach necessary for the sustainability of each location.

I. Leadership and Training

- Serves as a member of the Executive Leadership team, steering the strategic direction of the organization and providing oversight to both programs and operations.
- Is a role model for professional behavior and adherence to Impact policies and procedures.
- Manages a team of AmeriCorps Members as they perform direct service in the community, intentionally creating a positive culture which supports the organization’s core values.
- Designs and executes or coordinates outside presenters for programmatic trainings, professional development, reflection, and intentional learning opportunities for AmeriCorps team to promote community building as a group and in the communities we serve.
- Supervises Program Manager(s) who assist with administration and implementation of programs and training and supervision of AmeriCorps Service Members.
- Collaborates closely with all Regional Directors to ensure consistency across the organization.
- Exhibits an ongoing commitment to Diversity, Equity, and Inclusion of all individuals, both personally and professionally.

II. Program Administration

- In collaboration with the AmeriCorps Director and the Program Directors, ensures AmeriCorps Members engage in activities which comply with Impact America’s AmeriCorps grant.
- In collaboration with Program Staff, monitors expenditures in accordance with Board-approved budget.
- Assists in creating budgets for the region.
- Oversees the day-to-day operations of the regional office.
- Ensures AmeriCorps Members and Program Managers have the tools and resources necessary.
- Collaborates with the development team to share success stories with supporters.

III. Community Relationships

- Raises the profile of the program in the communities we serve through diverse communication efforts including SaveFirst specific correspondence, media production, presentations, and website visibility.
- Establishes and advances relationships with state, corporate, foundation, and individual donors.
- Establishes and coordinates a Regional Advisory Council that advises on local activities and provides support to the national Board of Directors.
- Collaborates with program staff to implement programs in targeted communities, maintain and build relationships with program partners, and ensure program targets are met.
- Collaborates with National Program Director on planning for expansion/elimination of services.
- Represents Impact America in press and community appearances.
- Participates in opportunities to network with professionals in similar industries.
- Participates in efforts to recruit each year's cohort of AmeriCorps Members.
- Identifies and cultivates relationships with community partners who can help strengthen Impact America programs and profile; strengthens relationships with existing community partners.

Skills/Experience Required:

- At least three years of nonprofit leadership experience
- Management experience, including at least five years documented successful experience supervising in supervising teams
- Demonstrated ability to collaborate
- Strong verbal and written communication skills
- Demonstrated leadership qualities

Skills/Experience Preferred:

- Master's in public policy, public administration, or a related field
- Community connections are a plus

Location: This position is Birmingham-based; may require both remote and on-site work during COVID

Salary: Commensurate with experience

Reports To: Executive Director

Supervises: Program Manager(s), AmeriCorps Members

Physical Requirements/Essential Functions:

The physical demands described here are representative of those that must be met by an applicant to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sedentary physical activity requiring sitting for periods of time
- Talking and hearing
- 50% or more time is spent looking directly at a computer

Updated February 2021