

# POSITION DESCRIPTION: COMMUNITY INVESTMENT TEAM (CIT)

## OVERVIEW

The all-volunteer Community Investment Team (CIT) helps our United Way fulfill its role as a steward of donor dollars by reviewing nonprofit grant applications and ultimately making a funding recommendation to our Board of Directors for allocations to partner programs. Representatives from each of UWCK's five-county service area are volunteer members on this committee. According to UWCK's by-laws, the CIT "shall assume the responsibility for reviewing and monitoring the programs and financial condition of each agency approved for funding from the corporation, reviewing and recommending policies governing the allocations process, and providing reports and recommendations to the corporation's Board of Directors on financial support of those agencies."

## BACKGROUND & EXPECTATIONS

Each year UWCK relies on over 20 CIT members to help make decisions about what programs will be a good investment of the resources our community entrusts to United Way. CIT members increase our accountability to donors of United Way by requiring agencies to define how donor funds will be spent. Between March and May 2016, volunteers will convene to discuss agency allocation requests and determine grant awards. The CIT will meet as needed outside these deliberations to review the status of funded programs, set corrective measures in the case of performance concerns, and help direct the long-term strategy of the allocations process. The CIT will be chaired by a volunteer who will facilitate the deliberations. In addition, United Way Community Impact Staff will provide training and general assistance to the panel.

## RESPONSIBILITIES

- ❑ Attend an orientation to UWCK and the CIT.
- ❑ Disclose potential conflicts of interest during orientation process. CIT members may be volunteers of applicant agencies but may not be employed by an organization seeking UWCK funding.
- ❑ Review and score grant applications independently, providing questions for in-person session with applicants.
- ❑ Attend and participate in deliberation meetings to determine award recommendations.
- ❑ Learn about applicant agencies, their clients, mission, and programs. Discover the impact each program makes on local families and our community.
- ❑ Assess how programs fill gaps in services and address community needs.
- ❑ Meet 2-3 times a year outside deliberations to review the progress of funded programs.
- ❑ Make recommendations to UWCK to strengthen future review processes, improve program effectiveness, and communicate results to the public.