



United Way  
of the Greater Triangle

INVEST. CONVENE. AMPLIFY.

**Position:** Director of Outreach

**Organization:** United Way of the Greater Triangle

**Location:** Hybrid – Orange, Durham, Wake, and Johnston Counties, NC

**Salary:** \$80,000/year + generous benefits (medical, dental, 401k match, hybrid schedule)

## About United Way of the Greater Triangle (UWGT)

United Way of the Greater Triangle (UWGT) connects people and resources to community-driven solutions that create lasting impact. We **invest** in effective programs, **convene** partners across sectors, and **amplify** the work of nonprofits that strengthen families and communities across Durham, Johnston, Orange, and Wake counties.

## The Outreach Function at UWGT

Outreach at UWGT exists to **build partnerships across our community through meaningful engagement opportunities that strengthen impact**. This function is responsible for designing and delivering events, volunteer experiences, and nonprofit convenings that are well-organized, responsive to community needs, and valuable to all stakeholders involved. Outreach ensures that UWGT remains a trusted partner—building bridges across sectors while creating spaces for collaboration, shared learning, and measurable results.

## Position Overview

Reporting to the Chief Outreach Officer, the Director of Outreach is a strategic and operational leader responsible for fulfilling all volunteer and nonprofit engagement needs. This position will work alongside the Philanthropy Team to fulfill engagement and volunteer needs, in addition to manage nonprofit convenings, coordinate nonprofit communications and calendars, and create meaningful volunteer and community engagement experiences.

This role bridges **relationship stewardship** with **systems management**, ensuring UWGT's outreach efforts are impactful, well-organized, and aligned with our mission to invest, convene, and amplify. The Director will collaborate closely with the Director of Strategic Partnerships in aligning corporate partners, nonprofit leaders, volunteers, and community stakeholders to design, implement, and evaluate outreach initiatives that drive measurable results.



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UWTRIANGLE

## Major Responsibilities

### Corporate Engagement

- Partner with the Philanthropy Team to design, coordinate, and deliver engagement opportunities that align with their social responsibility goals.
- Serve as the primary point of contact for internal campaign managers to coordinate volunteer and community engagement needs, assisting with delivering best-in-class engagements to further the relationship.

### Nonprofit Convenings & Communications

- Plan and facilitate nonprofit convenings that foster collaboration, knowledge sharing, and alignment with community priorities.
- Manage nonprofit partner communications, ensuring timely updates, opportunities, and resources.
- Oversee the nonprofit partner calendar to coordinate events, volunteer opportunities, and engagement timelines.

### Volunteer Engagement & Community Outreach

- Develop and execute volunteer engagement strategies that address community needs with a focus on equity and racial justice.
- Recruit, onboard, and train volunteers to participate in programs and events.
- Plan and manage volunteer events and campaigns that create meaningful impact for both corporate and nonprofit partners.

### Data & Reporting

- Track engagement metrics, analyze results, and report on outreach, volunteer, and partnership outcomes.
- Maintain accurate and up-to-date records in UWGT's databases.

## Strategic & Hands-On Execution

- You thrive in thinking strategically about how engagements drive the impact of UWGT in community and love operationalizing the strategy into tactical delivery. You do this through ensuring successful delivery of nonprofit events, corporate engagements, and learning opportunities.
- Stay current on best practices in volunteer management, corporate engagement, nonprofit convenings, and equity-driven outreach.

## Required Competencies

### Corporate & Nonprofit Engagement Expertise

- Proven ability to understand the priorities of both corporate partners and nonprofit organizations, and to design initiatives that meet overlapping goals.
- Skilled in translating corporate social responsibility objectives into meaningful volunteer opportunities that create real value for nonprofit partners.
- Experience managing relationships across sectors with professionalism and accountability.

### Event & Project Management

- Demonstrated expertise in planning and delivering events of varying sizes, from small convenings to large-scale volunteer campaigns.
- Strong organizational skills, with the ability to manage timelines, budgets, vendors, and logistics simultaneously.
- Competent in using project management tools and practices to ensure events are executed seamlessly and evaluated effectively.

### **Connector & Relationship Builder**

- Ability to establish trust quickly and nurture long-term relationships with corporate leaders, nonprofit executives, volunteers, and community members.
- Skilled in convening diverse groups and fostering collaboration, even when priorities differ.
- Adept at representing UWGT in community settings with credibility and warmth.

### **Strong Communicator**

- Excellent written and verbal communication skills, with the ability to craft clear, compelling messages for corporate partners, nonprofit leaders, volunteers, and internal staff.
- Comfortable facilitating convenings, presenting to corporate stakeholders, and leading trainings or volunteer orientations.
- Ability to adapt communication style to suit different audiences and platforms, including in-person, virtual, and written formats.

### **Data-Driven & Organized**

- Strong attention to detail and commitment to maintaining accurate, up-to-date records in databases and reporting systems.
- Ability to measure outcomes, analyze data, and share results with stakeholders in a way that highlights both impact and opportunities for improvement.
- Organized approach to balancing multiple projects, deadlines, and stakeholder needs.

### **Adaptable & Solution-Oriented**

- Flexible and resilient in navigating change, including shifting partner needs, emerging community challenges, and evolving organizational priorities.
- Creative problem solver who anticipates challenges and develops proactive solutions.
- Comfortable working in a hybrid environment with a mix of in-person and virtual engagements.

### **Collaborative Leader**

- Experienced in working across teams and functions to align outreach efforts with broader organizational strategy.
- Able to lead initiatives independently while also contributing as a supportive team member.
- Models professionalism, accountability, and a spirit of service in all interactions.

### **Application Process**

To apply, please submit your résumé and a brief cover letter describing your experience in event planning, corporate engagement, nonprofit convenings, and outreach to [jobs@unitedwaytriangle.org](mailto:jobs@unitedwaytriangle.org).

United Way of the Greater Triangle is an equal opportunity employer. We strive to create a welcoming environment, enable success for all, and promote fairness, respect, and collaboration across our team and in the communities we serve.

United Way of the Greater Triangle is committed to fostering an inclusive and equitable organization that strives for equal opportunity in all its endeavors. We aim to create a welcoming environment, enable success for all, promote fairness, civility, and respect, and honor the diverse voices within our organization and the Greater Triangle community.