

Community Impact Volunteer (CIV) Roles and Responsibilities

Mission Statement

United Way of Greater Nashville (UWGN) unites the community and mobilizes resources so that every child, individual and family thrives.

Position Purpose / Objectives

Community Impact Volunteers (CIV) are UWGN volunteers whose responsibilities include:

- reviewing investment proposals,
- conducting agency interviews,
- making investment recommendations,
- reviewing investment performance,
- staying current on county needs and gaps,
- actively participating in meetings to support community impact goals,
- developing community impact agendas per county,
- sharing community impact reports,
- being an advocate for United Way.

Time Commitment during an allocations process (see below for specific dates)

UWGN estimates about 15 hours per volunteer to complete a successful funding process.

- Mandatory Training: 2 hours
- Application Review: 6 hours (completed on your own time)
- Agency Interviews: 5 hours
- Investment Discussion: 2 hours
- Final Recommendations: 2 hours

Qualifications for Community Impact Volunteers

1. Each volunteer must have a strong commitment to the stewardship of the dollars given by donors and work towards successful investments throughout the Greater Nashville Region.
2. You must live, work, or have knowledge of the county in which you request to volunteer to ensure localized decision making. Regional representatives will review applications that serve multiple counties. Counties that will have local committees: Cheatham, Davidson, Dickson, Hickman, Robertson, Williamson, Montgomery, Stewart, Houston
3. Professional or personal experience in childhood/youth programming, workforce development, financial services, health and/or human service is helpful.

Serving Cheatham, Davidson, Dickson, Hickman, Houston, Montgomery, Robertson, Stewart and Williamson counties

Main Office

250 Venture Circle | Nashville, TN 37228 | 615.255.8501

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Community Impact Volunteer Responsibilities

1. Volunteers adhere to UWGN's Volunteer Agreement regarding Confidentiality and Conflict of Interest and can successfully maintain objectivity throughout the process.
2. Volunteers adhere to UWGN's Code of Ethics and Conduct.
3. Volunteers must attend training before being assigned to a committee. Failure to attend training will disqualify volunteers from participation.
4. Volunteers are committed to reviewing all assigned agency applications and conducting corresponding agency interviews in an objective and evaluative manner to ensure stewardship of donor dollars through the Community Impact Funding process
5. Volunteers are committed to the time required to fulfill these responsibilities.
6. Volunteers will be assigned to a Volunteer Review Team (VRT). The team will be responsible for reviewing all applications as assigned, conducting agency interviews and collectively approving investment allocations based on evaluations. Each team will consist of 2-5 volunteers and each volunteer will be reviewing and interviewing the same applications.
7. Volunteers will be responsible for objectively evaluating assigned applications and agency interviews utilizing the approved evaluation tools. This evaluation will be completed individually, and the outcome scores will be consolidated for investment review.
8. Volunteers will submit all evaluations electronically through eCImpact after the application review phase and then again after the interview phase. Timelines must be followed.
9. Volunteer teams will meet collectively to discuss the evaluation results and agencies best positioned to achieve the projected outcomes.

Additional ways to be Involved throughout the year:

1. Attend UWGN's quarterly meetings to understand your assigned county's needs, gaps and ecosystem
2. Attend UWGN's partner meetings with the local nonprofits as available
3. Review annual report data to ensure investments and allocations are on track to meet community goals
4. Advocate for United Way in your local county by attending speaking engagements, sharing impact report data, sharing your experience as a volunteer, etc.

For more information

Please contact Tori Glover at tori.glover@unitedwaygn.org

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VOLUNTEER TRAINING AND KEY DATES		
UWGN Volunteer Recruitment	October 2024- January 2025	
Mandatory Training ** Choose one training date.	January 8 th	8:30 am – 9:30 am
	January 10 th	12:00 pm – 1:00 pm
Volunteer Application Assignments and Review	January 13 th - January 31 st	On your own, at your own pace
Volunteer Investment Priority Meeting per county	TBD (January 13- January 17 th)	Regional Manager to schedule based on vol team availability
All Evaluations Complete in eImpact	January 31 st	No later than 4pm (but may be submitted at any time)
Agency Interviews onsite at agencies	February 3 rd - 25 th	Dates and times will be assigned by January 20 th (will cater to volunteer team availability)***
Strategic Discussion Meetings	March 6 th	9:00 am – 10:00 am Davidson County (coffee and pastries)
	March 6 th	3:00 pm – 4:00 pm Williamson County (light snacks available)
	March 7 th	9:00 am – 10:00 am Greater Clarksville Region County (coffee and pastries available)
	March 11 th	1:00 pm – 2:00 pm Robertson and Cheatham County (light snacks available)
	March 12 th	1:00 pm – 2:00 pm Dickson and Hickman County (light snacks available)
Investment Recommendation Meetings	March 24 th	8:30 am – 10:30 am
UW Board Meeting- Finalize Funding Recommendations	April 10 th	12:00 pm
Public Funding Notification	April 21 st	Impacted agencies will know prior to public notification
Contracting with all partners	May 1 st - June 15 th	Ongoing
Funding Cycle Begins	July 1 st	