



## **Fund Distribution Volunteer Job Description**

### **The Role**

Each year, volunteers oversee the distribution of United Way dollars through an annual process called Fund Distribution. More than 50 volunteers donate their time to review funding requests from local programs through a competitive grant process. They carefully assess program proposals and outcomes, meet with agency directors, and visit facilities to get a firsthand look at the programs, the staff and the people they serve.

### **About the Community Impact Grant Program**

The Community Impact Grant Program (formerly the Venture Grant Program), was established in 2003 by the United Way of Northern Shenandoah Valley to focus resources on the priority health and human care needs that matter most to the people of our communities. The intent of this program is to respond to local priority needs as established through the United Way Community Needs Assessment and 2020 ALICE Report, including: health, education, and income/financial stability.

The funding recommendations set by volunteer panels are reviewed by the Community Investment Committee, which submits a final funding proposal to the United Way of Northern Shenandoah Valley's Board of Directors. The Board approves the proposal and distribution of funds for partner agencies' specific programs.

### **Who Can Volunteer**

The Fund Distribution team is comprised of UWNSV donors and community volunteers. UWNSV strives to have diversity among panels including representation from a wide range of partner businesses. Volunteers must be at least 16 years old and be comfortable with basic technology (Microsoft Word, Excel, ZOOM, etc.) Panels are split between the Northern agencies (City of Winchester, Frederick and Clarke Counties) and Southern agencies (Warren, Shenandoah and Page Counties). Volunteers cannot be from Impact Grant applicant agencies.

### **Time Commitment**

Fund Distribution Volunteers commit to spend 10-15 hours of time over a three-month period (April-May). The time commitment includes approximately 3 hours reviewing materials and training, and up to 10 hours in meetings, presentations, and site visits). Meetings and site visits typically occur during regular business hours

### **Role & Responsibilities**

- Review financial and program reports from Partner Agencies to obtain a clear understanding of the Partner Agency programs, operations, and grant request
- Ensure that grant requests meet the needs determined in UWNSV's Community Needs Assessment and ALICE Report in the areas of Health, Education, and Financial Stability
- Monitor the quality and success of Partner Agency programs by reviewing grant reports
- Complete a scoring rubric for assigned agencies
- Collaborate professionally with other panel members to **recommend monetary levels of support for specified programs**
- Report critical observations or concerns to panel chairs or staff
- Identify and recommend possible collaborations that might result in a more efficient delivery of service

Apply online: <https://www.unitedwaynsv.org/form/impact-grant-pannel-signup>