

UNITED WAY OF EAST CENTRAL IOWA

Job Description Form



Job Title/Dept: Senior Manager - Community Building	
Reports to: Vice President, Community Building	
Type of position (Double-click the box): <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Regular <input type="checkbox"/> Part-time <input type="checkbox"/> Specially funded <input type="checkbox"/> Intern <input type="checkbox"/> Temporary	Hours <u>40</u> / week <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
Supervisory Responsibility <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Number of Direct Reports 2	Other Skills Act as Community Impact representative within the community at the direction of the VP – Community Building Provide supervision and leadership to other departments at the direction of the VP – Community Building
CORE VALUES AND BEHAVIORS	
<u>Values</u> <ul style="list-style-type: none"> • Relationships • Excellence • Learning • Service • Leadership • Collaboration • Innovation • Integrity 	<u>Core Competencies</u> <ul style="list-style-type: none"> • Relationship Oriented • Results Driven • Brand Steward • Collaborator • Mission Focused
PRIMARY PURPOSE	
This position provides strategic and professional leadership and expertise to the effort of making outcome driven investments in Education that align with the UWECEI Strategic Plan.	
ESSENTIAL JOB FUNCTIONS	
Major Area of Responsibility (What do you do and why do you do it?)	Tasks Undertaken to Accomplish the Essential Function
Tactical Planning and Management	<ul style="list-style-type: none"> • Create plans with measureable goals, deadlines, tasks, budgets and resources needed • Facilitate outcome based allocations processes and reporting including, but not limited to, annual review process for all funded partners, on-site agency site visits, oversight of Volunteer Review Team’s annual funding process, and collecting and aggregating outcome measurement data. • Assist with recruitment and supervision of graduate students • Supervise other staff as assigned
Community Engagement and Relationship Management	<ul style="list-style-type: none"> • Coalition building - strengthen collaborative partnerships to leverage greater community change. Manage relationships with public sector, and local health and human services agencies. • Network building – actively seek new and key relationships to accomplish goals. Build relationships with schools, nonprofits, businesses, and other entities to further community

	<p>goal.</p> <ul style="list-style-type: none"> • Bring diverse groups and points of view to the table and to a common agenda. Keep diversity and inclusion at forefront of mind when building groups. • Develop and implement plans for increased community engagement toward education • Effective communication that engages and energizes stakeholders and staff • Work closely with Health and Financial Stability managers to ensure integrated community work.
Strategy, Product and Resource Innovation	<ul style="list-style-type: none"> • Articulate a clear, community focused vision for achieving community goals. • Identify innovative strategies and seek best (or promising) practices as a basis for local innovation. Ensure evidence-based practices are used in internal and partner efforts. • Create products and initiatives to address chosen strategies • Look for opportunities to leverage community resources
Analysis, Decision-Making and Knowledge Management	<ul style="list-style-type: none"> • Systematically analyze, synthesize and present social, demographic, economic, and other community health indicator data in a manner that facilitates decision-making and problem-solving. • Provide human service expertise to community partners – including detailed research of educational efforts, trend information, and needs assessment data. • Develop and sustain partnerships with community data and research providers, research users and other community organizations. • Demonstrate thorough knowledge of issues, best practices, and gap analysis of the local service delivery system
Builds Successful Teams	<ul style="list-style-type: none"> • Ability to build consensus and/or collaborate through facilitation, group process and convening skills • Demonstrate effective group facilitation, decision-making and problem-solving skills • Ability to recruit, motivate, inspire and lead staff and volunteers in a team environment

Required Qualifications

Education:	Required	Preferred	Work Experience: Check the box that identifies the amount of previous work experience.
<input type="checkbox"/> High School Diploma/GED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> No previous experience
<input type="checkbox"/> Associate Degree (2 year program)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 1-3 years
<input checked="" type="checkbox"/> Bachelor's Degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 3-5 years
<input type="checkbox"/> Master's Degree	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 5-7 Years
Describe any specific field of study: Education, Social Work, or Human Services			<input type="checkbox"/> 7 or more years

Job Skills and Attributes

- Innovation and Creativity - Remains open to new ways of doing business. Critically examines rules to see if they have outlived their usefulness. Flexibility, adaptability and openness to change. Commitment to continuous learning.
- Action Oriented/Results Driven - Demonstrate strong drive to achieve meaningful results and ability to follow-through on commitments. Able to anticipate and resolve problems effectively. Work on concurrent assignments and meet deadlines.
- Effective Communication - Prepare clear, complete and concise reports. Ability to work effectively with volunteers and staff. Must have ability to maintain confidential information. Good interpersonal and relationship building skills.
- Cultural Competency - Ability to understand, communicate with, and effectively interact with people across cultures. Work through a cultural lens in performing all responsibilities.
- Relationship Management – Works to understand, relate to and engage constituents to improve their experience with our brand and generate more significant relationships with them. Generates and grows relationships to drive positive impact for the community on issues we've identified as being important.

Physical Demands

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

While performing the duties of this job, the employee may be frequently required to use finger and hand motion and occasionally required to stand, walk and reach with hands and arms. The employee must occasionally lift and/or move objects up to 20 lbs. Specific vision abilities required by this job include close vision and ability to adjust focus.

ACCOUNTABILITY AND DECISION MAKING –What rules or procedures limit the activities and authority of this position? What judgments and decisions are being made?

- This position must coordinate and communicate regularly with the VP Community Building regarding the vision and strategy of the UWECI plan.

Note: This job description indicates the normal type and level of work expected of the incumbent. Incumbent may be asked to perform other duties as apparent or assigned.