



# UNITED WAY OF EAST CENTRAL IOWA

Job Description Form

<b>JOB TITLE/DEPT:</b> Senior Manager of Education, Community Building	
<b>REPORTS TO:</b> Vice President of Community Building	
<b>Type of Position:</b> <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	<b>Hours: 40/week</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
<b>Supervisory Responsibility:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <b>Number of Direct Reports: 2</b>	<b>Other Skills</b> <ul style="list-style-type: none"> <li>• Microsoft Office: Excel, Word, PowerPoint, Survey tools</li> <li>• Oral and written communication skills</li> <li>• Comfortable interacting with high profile members of the community and public speaking</li> <li>• Attention to detail</li> </ul>

## CORE VALUES AND BEHAVIORS

<b>Values</b> <ul style="list-style-type: none"> <li>• <b>Relationships:</b> We work with people and demonstrate we genuinely value their interests, concerns, hopes, and dreams for themselves and the community.</li> <li>• <b>Excellence:</b> Our standards are high, and exceptional quality is our expectation.</li> <li>• <b>Learning:</b> We grow and improve by continuously sharing and building upon our knowledge.</li> <li>• <b>Service:</b> We put the needs of our community and its people first.</li> <li>• <b>Leadership:</b> We guide and inspire our community to unite around effective solutions to social issues.</li> <li>• <b>Collaboration:</b> We strive to partner with others and work together using the unique strengths of our community to build greater impact.</li> <li>• <b>Innovation:</b> We do not rely on the status quo and continuously look for improved ways to reach our community goals.</li> <li>• <b>Integrity:</b> We are accountable and will do what is right, openly and honestly.</li> <li>• <b>Diversity &amp; Inclusion:</b> We seek and nurture diversity and inclusion in order to be reflective of the community we serve. We create a culture that values all people, perspectives and strengths, which contributes to a vital, creative, and resilient community.</li> </ul>	<b>Professional Core Competencies</b> <ul style="list-style-type: none"> <li>• <b>Mission-Focused:</b> Priority to create real social change that leads to better lives and healthier communities. This drives performance and professional motivation.</li> <li>• <b>Relationship-Oriented:</b> An understanding that people come before process and can cultivate and manage relationships toward a common goal.</li> <li>• <b>Collaborator:</b> Understands the roles and contributions of all sectors of the community and can mobilize resources through meaningful engagement.</li> <li>• <b>Results-Driven:</b> Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.</li> <li>• <b>Brand-Steward:</b> An understanding of the role played and importance in protecting and growing the reputation and results of the greater network of United Ways.</li> </ul>
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## PRIMARY PURPOSE

This management position is responsible for developing innovative strategies to achieve community change, providing leadership to volunteers and community partners, oversight of funding processes, and supervision of programs and staff. This position requires expertise in education, strategic project management, facilitation, relationship management, and network building.

## ESSENTIAL JOB FUNCTIONS

<b>Tactical Planning and Management</b>	<ul style="list-style-type: none"> <li>• Create plans with measurable goals, deadlines, tasks, budgets, and needed resources.</li> <li>• Facilitate outcome-based allocations processes and reporting including, but not limited to, an annual review process for all funded partners, agency site visits, oversight of Volunteer Review Team’s annual funding process, and collecting and aggregating outcome measurement data.</li> <li>• Assist with recruitment and supervision of graduate students.</li> <li>• Supervise other staff as assigned.</li> </ul>
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<b>Community Engagement and Relationship Management</b>	<ul style="list-style-type: none"> <li>Coalition building: Strengthen collaborative partnerships to leverage greater community change. Manage relationships with public sector and local health and human services agencies.</li> <li>Network building: Actively seek new and key relationships to accomplish goals. Build relationships with schools, nonprofits, businesses, and other entities to further community goals.</li> <li>Bring diverse groups and points of view to the table and a common agenda. Keep diversity and inclusion at the forefront when building groups.</li> <li>Develop and implement plans for increased community engagement toward education.</li> <li>Effectively communicate to engage and energize stakeholders and staff.</li> <li>Work closely with Health and Financial Stability managers to ensure integrated community work.</li> </ul>															
<b>Strategy, Product, and Resource Innovation</b>	<ul style="list-style-type: none"> <li>Articulate a clear, community-focused vision for achieving community goals.</li> <li>Identify innovative strategies and seek best (or promising) practices as a basis for local innovation. Ensure use of evidence-based practices in internal and partner efforts.</li> <li>Create products and initiatives to address chosen strategies.</li> <li>Look for opportunities to leverage community resources.</li> </ul>															
<b>Analysis, Decision Making, and Knowledge Management</b>	<ul style="list-style-type: none"> <li>Systematically analyze, synthesize and present social, demographic, economic, and other community health indicator data in a manner that facilitates decision making and problem solving.</li> <li>Provide human service expertise to community partners including detailed research of educational efforts, trend information, and needs assessment data.</li> <li>Develop and sustain partnerships with community data and research providers, research users, and other community organizations.</li> <li>Demonstrate thorough knowledge of issues, best practices, and gap analysis of the local service delivery system.</li> </ul>															
<b>Team Building</b>	<ul style="list-style-type: none"> <li>Build consensus and/or collaborate through facilitation, group process, and convening skills.</li> <li>Demonstrate effective group facilitation, decision-making, and problem-solving skills.</li> <li>Recruit, motivate, inspire, and lead staff and volunteers in a team environment.</li> </ul>															
<b>Education:</b> <table border="0"> <thead> <tr> <th></th> <th>Required</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>High School Diploma/GED</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Associate Degree (2-year program)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Bachelor's Degree</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Master's Degree</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p><b>Preferred field(s) of study:</b> Social work, Education, or related field.</p>		Required	Preferred	High School Diploma/GED	<input type="checkbox"/>	<input type="checkbox"/>	Associate Degree (2-year program)	<input type="checkbox"/>	<input type="checkbox"/>	Bachelor's Degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Master's Degree	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Work Experience:</b> <input type="checkbox"/> No previous experience <input type="checkbox"/> 1–3 years <input type="checkbox"/> 3–5 years <input checked="" type="checkbox"/> 5–7 years <input type="checkbox"/> 7+ years
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## JOB SKILLS & ATTRIBUTES

- Innovation and Creativity:** Remain open to new ways of doing business. Critically examine rules to see if they have outlived their usefulness. Flexible, adaptable, and open to change. Committed to continuous learning.
- Action Oriented/Results Driven:** Demonstrate strong drive to achieve meaningful results and to follow through on commitments. 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 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:** Work to understand, relate to, and engage constituents to improve their experience with our brand and generate more significant relationships. Generate and grow relationships to drive positive impact for the community on issues we have identified as 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 & DECISION MAKING

Make decisions within the procedures and guidelines of the Community Building department and United Way. This position must coordinate and communicate regularly with the VP, Community Building regarding the vision and strategy of the UWECl plan. Understand the priorities of the area and implement projects accordingly.

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.