



# UNITED WAY OF EAST CENTRAL IOWA

## Job Description Form

<b>JOB TITLE/DEPT:</b>	Director, Strategic Collaborations		
<b>REPORTS TO:</b>	Sr. Vice President, 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>Other Skills</b> <ul style="list-style-type: none"><li>• Act as a community impact representative at the direction of the Sr. Vice President, Community Building</li><li>• Visionary and dynamic leadership</li><li>• Strong analytical and critical thinking skills</li><li>• Project management experience preferred</li></ul>		
<b>CORE VALUES AND BEHAVIORS</b>			
<b>Values</b> <ul style="list-style-type: none"><li>• <b>Relationships:</b> We work with people and demonstrate that 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 and 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> Understands people come before process, and can cultivate and manage relationships toward a common goal.</li><li>• <b>Collaborator:</b> Understands 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 including creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.</li><li>• <b>Brand-Steward:</b> Understands role and importance in protecting and growing the reputation and results of the greater network of United Ways.</li></ul>		
<b>PRIMARY PURPOSE</b>			
<p>This role will grow and lead collaborative initiatives, facilitate the collective success of community efforts, and serve as a public ambassador. This position will have overall strategic and operational responsibility for collaborative projects from startup and implementation, development of program partners, expansion, and execution. This position will demonstrate extensive knowledge of the health, education, and human service fields, partnership development, community engagement, collaborative leadership systems change, and innovation, as well as assist in driving mobilization of resources and sustainability of projects in collaboration with UWECI's leadership and resource development teams. The role will focus on spark*5, a new collaborative two-generation initiative focused on supporting families with children ages 0–5 living in low-resourced neighborhoods in southwest Cedar Rapids, as well as support emerging collaborative projects, such as The Opportunity Center.</p>			
<b>ESSENTIAL JOB FUNCTIONS</b>			
<b>Collaboration, Vision, and Strategy</b>	<ul style="list-style-type: none"><li>• Successfully develop and guide the vision of spark*5 in partnership with the spark*5 leadership, committees, teams, and community.</li><li>• Establish clear, measurable, and strategic action plans with shared measures that translate the vision into strategy and effectively integrates the work across UWECI departments and cross-sector partner organizations.</li></ul>		

	<ul style="list-style-type: none"> <li>Identify strengths, skills, and gaps in the development and implementation of strategic action plans. This includes identifying policy and systems barriers and developing solutions for coordinated action.</li> <li>Actively engage and energize staff, key partners, and stakeholders, and build investment in the vision.</li> <li>Create innovative strategies and coordinate with partners to determine community resources and potential investments.</li> </ul>
<b>Leadership and Management</b>	<ul style="list-style-type: none"> <li>Manage and facilitate coordination of collaborative team activities (planning, implementation, and communication) across the initiative's multiple partners and strategies.</li> <li>Lead shared professional development efforts.</li> <li>Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of communications and systems. Recommend timelines and resources needed to achieve strategic goals.</li> <li>Provide early identification of problems, clearly articulate issues and potential impact on people and functions, and seek a positive solution.</li> <li>Gather relevant data to use in problem solving and decision making.</li> <li>Structure functions clearly to achieve key results, and consult and coordinate with others.</li> <li>Develop and manage budgets, contracts, and policies.</li> </ul>
<b>Strategic Relationship Management and Partnership Development</b>	<ul style="list-style-type: none"> <li>Build and maintain successful and positive relationships with all key stakeholders through confidence, sincerity, knowledge, and ability to deliver persuasive messages.</li> <li>Cultivate excellent working relationships with agency and community leaders in collaborations in a way that inspires collective action without formal authority.</li> <li>Serve as a neutral and skilled facilitator and convener to guide the collaboration in building consensus and drawing stakeholders into a process of change.</li> <li>Deepen partners' engagement and trust in the collaboration across sectors.</li> </ul>
<b>Community Engagement</b>	<ul style="list-style-type: none"> <li>Engage and solicit input from other community stakeholders and internal partners.</li> <li>Create innovative and individualized strategies for engagement of families, organizations, and neighborhoods.</li> <li>Demonstrate strong commitment to diversity and inclusion.</li> <li>Identify and cultivate emerging alliances around issues of significance to community goals.</li> </ul>
<b>Measure, Evaluate, and Communicate Results</b>	<ul style="list-style-type: none"> <li>Oversee development and implementation of a shared measurement system to track outcomes and indicators, and use results to inform learning and continuous improvement.</li> <li>Measure, monitor, and communicate progress towards successful implementation of overall goals, and adjust plans when necessary using an agile, iterative approach.</li> <li>Deliver clear, concise, and convincing presentations to key stakeholders.</li> <li>Initiate regular communications with leadership, committees, teams, and stakeholders to report on progress.</li> <li>Work in collaboration with leadership team and UWECI marketing department to promote and market spark*5 and other strategic collaborations.</li> </ul>
<b>Build Shared Leadership and Successful Teams</b>	<ul style="list-style-type: none"> <li>Develop, maintain, and support a strong collaborative governance structure including parent/family and community voice.</li> <li>Lead, coach, develop, and retain high performance team members.</li> <li>Build consensus and/or collaborate through facilitation, group process, and convening skills.</li> <li>Bring people together to execute tasks successfully.</li> <li>Recruit, motivate, inspire, and lead partners in a team environment.</li> </ul>

<b>Education:</b>	<b>Required</b>	<b>Preferred</b>	<b>Work Experience:</b>
High School Diploma/GED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> No previous experience
Associate Degree (2-year program)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 1–3 years
Bachelor's Degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 3–5 years
Master's Degree	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 5–7 years
<b>Preferred field(s) of study:</b>	Health or Human Services, Social Work, or Public Health		

**JOB SKILLS AND 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 able 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. Work effectively with volunteers and staff. Must maintain confidential information. Excellent interpersonal, relationship-building, and written and verbal communication skills.
- Cultural Competency:** Able to understand, communicate, and interact effectively with people across cultures.
- Relationship Management:** Work to understand, relate to, and engage constituents to improve their experience with UWECI's brand and generate more significant relationships with them. Develop 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 perform the essential functions of this job successfully. 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

This position must coordinate and communicate regularly with the Senior VP, Community Building and UWECI leadership team regarding the vision and strategy of the initiative(s).

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.