

Position: DIRECTOR OF PLACE-BASED INITIATIVES
Hiring Organization: United Way of Salt Lake
Department: Collective Impact
Reports to: SENIOR DIRECTOR of PLACE-BASED INITIATIVES
Date Prepared: December 6, 2016

THE ORGANIZATION

United Way of Salt Lake (UWSL) has made a promise to our community—to change the odds so all children and their families have the same chance to succeed in school and life. We have adopted a unique approach to community problem-solving called collective impact which allows us to directly engage with communities. Our workplace is fast-paced, friendly, and adaptive. At UWSL we believe in celebrating success, learning from failure, and ambitious goals. Our wages are competitive; the benefits package is comprehensive; perks like flexible schedules and staff parties make every day unique.

POSITION OVERVIEW

The role of the Director of Place-Based Initiatives is to convene, facilitate, and build collective action among a set of motivated partners within a defined geography, ensuring that all residents are successful in the defined outcomes of the partnership. It must be achieved in partnership with many organizations and institutions, which is difficult to achieve without an intentionally convened collaborative environment and regular, well-facilitated meetings.

RESPONSIBILITIES

1. Convene and Facilitate Outcomes-Based Collaborative Working Group
 - a. (Co)convene and (co)facilitate collaborative action among place-based partners to ensure these groups succeed in their goals and measurable indicators
 - b. Analyze existing services and collaborative working groups to identify gaps, then work with groups to ensure collective action towards measurable goals
2. Ensure Collaborative Action is Aligned with both Site-Based (schools) and Regional Action
 - a. Large scale change efforts exist within a multi-tiered structure of schools - feeder patterns – neighborhoods – regions, and it is critical that messaging, communication, and measures of well-being are shared across these structures
 - b. Regular collaboration with partners and backbone supports across these tiers is critical for success.
3. Engage in Rigorous Continuous Improvement Processes.
 - a. Work with partners to quantify the target population, desired outcomes, and measurable indicators of success
 - b. Assess the current conditions, including the outcome's trend over time and the partners that are working toward the outcome
 - c. Monitor interventions against outcomes and ensure the partnership modifies practices based on findings.
4. Results Accountability
 - a. Work with partners to develop a set of performance measures
 - b. Ensure at least 3 cycles are completed, reviewed, and acted on each year
5. Support the Promise Partnership Regional Council (PPRC)

- a. Ensure institutional support of aligned action through systems-level institutions.
- b. Work in two-way communication with PPRC members to advocate for necessary systems change

REQUIREMENTS

- Ability to facilitate a partnership using the principles of Collective Impact, results-based facilitation, and rapid-cycle continuous improvement
- Hold honest conversations leading to aligned actions, shared goals, and plans creation
- Foster trust and open communication with diverse stakeholders, as these are the foundation of collective action
- Recognize and address conflict and concerns
- Interact comfortably with high-level leaders, as well as community members from diverse backgrounds
- Communicate in clear and simple language to all stakeholders
- Synthesize information and simplify complexity. Ability to help partnerships and team members to communicate a common, consistent message, particularly about the attribution of success. Ability to reinforce common, consistent language around the value and purpose of a backbone role. Constant communication, planning, and updates with all partners mandatory
- Make results and progress accessible, visible, and actionable
- Locate, disaggregate, and use data to forecast, structure conversations, and make decisions
- Address disparities related to race, ethnicity, income, and other factors
- Recognize and act on strategic opportunities by identifying what is needed to achieve goals
- Confidence and humility to ask questions, admit and address challenges, and “fail forward”
- Thrive in a cross-cultural environment with an asset-based framework.

QUALIFICATIONS

- B.A. (M.A. or equivalent work experience preferred) in a directly applicable field
- Proficient with Microsoft and Google suites

PHYSICAL REQUIREMENTS

The employee is regularly required to communicate clearly, in oral and written formats, with others in person, over the phone and via other devices. The employee must be able to transcribe, read extensively, prepare and analyze data and figures, constantly operate a computer and other standard office machinery. The employee is required to regularly travel to offsite locations to set-up presentations and displays physical and electronic forms. The employee must have the ability to lift, carry, push and/or pull objects weighing up to 50lbs.

BENEFITS

This is an exempt position that pays; salary commensurate with experience.

TO APPLY

Only complete applications will be considered for the position. Complete applications include (1) a cover letter, (2) a resume, and (3) a UWSL employment application. Employment applications and the complete job description can be found at <http://www.uw.org/about-us/careers/>.

NOTE: The statements in this position description are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of the person employed. Also, the statements do not establish a contract for employment and are subject to change at the discretion of the employer.