

Position: PARTNERSHIP COORDINATOR
Hiring Organization: UNITED WAY OF SALT LAKE
Department: COLLECTIVE IMPACT
Reports to: VICE PRESIDENT, COLLECTIVE IMPACT PARTNERSHIPS
Date Prepared: April 22, 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. Our workplace is fast-paced, friendly, and adaptive. When you come to work here, we celebrate success, learn from failure, and always dream big. Our wages are competitive; the benefits package is comprehensive; perks like flexible schedules and staff parties make every day unique to you.

POSITION OVERVIEW

The Partnership Coordinator is responsible for ensuring collaborative action network meetings lead to well-coordinated, immediate action. This will entail detailed planning prior to meetings (meeting design, communication with partners, room set-up, materials and supplies, AV needs, etc.). During meeting, the Partnership Coordinator will play a co-facilitator role. Following meetings, this staff member will digitize meeting content, communicate action commitments, and communicate with members to ensure the partnership is driving towards success.

KEY RESPONSIBILITIES

1. **Work with Partnership Directors to plan, deliver, and follow-up on Collaborative Action Networks.** Alongside Partnership Directors (PDs), the Partnership Coordinator is responsible for ensuring collaborative action network meetings lead to immediate action that is well coordinated. This will entail detailed planning prior to meetings (meeting design with PDs, communication with partners, room set up, materials & supplies, AV needs, etc). During meeting, the Partnership Coordinator will play a co-facilitator role. Following meetings, this staff member will digitize meeting content, communicate action commitments, and communicate with members to ensure the partnership is driving towards success.
2. **Provide seamless support of the Promise Partnership Regional Council (PPRC).** The PPRC consists of influential leaders in the Promise Partnership region and exists to ensure institutional support of aligned action through systems-level organizations. The Partnership coordinator will be the primary point person in terms of organization, communication, planning, and providing a “red carpet experience” for this group of leaders.
3. **Support PDs with Continuous Improvement processes.** Work with partners to quantify the target population, desired outcomes, and measurable indicators of success. Once complete, assess the current conditions, including the outcome’s trend over time and the partners that are working toward the outcome. Finally, monitor interventions against outcomes and ensure the partnership modifies practices based on findings.
4. **Support PDs with Results Accountability.** Once a clear plan of support is identified, work with partners to develop a set of performance measures which aligns interventions to the population level result(s) sought by the early childhood education partnership (and eventually others) as well as monitor progress using the Plan, Do, Study, Act cycle.
5. **Provide administrative support to Vice President of Collective Impact Partnerships.**

EXPERIENCE AND QUALIFICATIONS

- *Organization and attention to detail.* Many working groups will depend on the Partnership Coordinator to ensure meetings result in actions steps and coordination. With this in mind, the Partnership Coordinator must have strong organizational competencies and great attention to detail. The person must be able to handle multiple projects at the same time without overlooking details.

- *Relationship-building.* Ability to foster trust and open communication with diverse stakeholders, recognizing that relationships are the foundation of Collective Impact. Skill to recognize and address conflict and concerns. Ability to interact comfortably with high-level system leaders and decision makers, as well as community members from diverse backgrounds.
- *Communication.* Ability to communicate in clear and simple language to all stakeholders. Ability to discuss complex processes in accessible terms to a multiplicity of groups and individuals. Ability to 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.
- *Data Display and Analytics.* Ability to make results and progress accessible, visible, and actionable. Ability to locate, disaggregate, and use data to forecast, structure conversations, and make decisions. Desire and ability to address disparities related to race, ethnicity, income, and other factors.
- *Cultural affirmation and competency.* Thrive in a cross-cultural environment with an asset-based framework.

MINIMUM REQUIREMENTS

- Bachelor's degree (M.A. or equivalent work experience preferred) in education, public policy, communication, or related field
- 1-2 years of database experience
- 1-2 years of administrative experience

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met to perform the essential functions of this position. The employee is regularly required to communicate clearly in oral and written formats; must be able to transcribe, read extensively and prepare and analyze data and figures. Typically the employee may sit comfortably to do the work, however there will be some walking, standing, bending, carrying light items, use of office equipment, etc. Special physical demands are not required to perform the work.

SALARY INFORMATION & FLSA STATUS

This is a non-exempt position that pays \$38,000–\$44,000

TO APPLY

Send completed applications to jobs@uw.org. Complete applications include a cover letter, resume, and employment application. Employment applications and the complete job description can be found at <http://www.uw.org/about-us/careers.html>

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.