

**Position:** PARTNERSHIP DIRECTOR, PROMISE PARK CITY  
**Hiring Organization:** United Way of Salt Lake, Salt Lake City, UT  
**Department:** COLLECTIVE IMPACT  
**Reports to:** ASSOCIATE VICE PRESIDENT, COLLECTIVE IMPACT  
[www.uw.org](http://www.uw.org) Date Prepared: December 22, 2015

### ORGANIZATION BACKGROUND AND EVOLUTION

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. Our role is to serve as a community problem-solving organization, dedicated to advancing the education, income, and health of our neighborhoods and communities to ensure that every child succeeds, every step of the way, from cradle to career. We have adopted a unique approach to community problem-solving called Collective Impact. Collective Impact brings many different organizations and sectors together to find new and innovative ways to address challenges and develop lasting changes.

### WORK ENVIRONMENT

UWSL's work environment is fast-paced, friendly, committed, nonpartisan, and ever changing. Employees are dedicated, appreciated, and recognized for their efforts. We offer competitive wages and a comprehensive benefit package. Collective Impact work has no step-by-step manual for success. This means employees must be self-driven, comfortable with ambiguity, and see quality conversations as the building blocks of social change.

### POSITION OVERVIEW

Partnership Director of Promise Park City is responsible for creating a comprehensive, cradle to career support network for low-income and Latino students in partnership with Promise Park City partners.

Partnership Director will work closely with Promise Park City members to:

- Confirm priority outcomes and indicators
- Convene Collaborative Action Networks focused on the priority outcomes and indicators. Collaborative Action Networks include partners from multiple sectors and engage multiple strategies in order to improve results over time.
- Identify and develop necessary interventions to adequately address the challenges

### KEY RESPONSIBILITIES

1. **Work with Promise Park City leadership to develop cross-sector partnerships focused on student achievement.** Within the structure of the Promise Park City, work with community based organizations, the school district, businesses, and other partners to create a PreK-12 continuum of support targeting low income and Latino students. Work with to develop priority outcomes, associated indicators, and a comprehensive plan that leverages resources, expertise, and interventions as well as monitors the group's progress against priority outcomes over time.
2. **Convene and Facilitate Outcomes-Based Collaborative Action Networks.** Work with Promise Park City leadership table to *co*-convene and *co*-facilitate Collaborative Action Networks focused on priority outcomes (*three* in the first year). Using adaptive leadership and results-based facilitation, set clear agendas, maintain action-oriented meetings, ensure individual programs are aligned and working towards the same population level result, and that action commitments are made and followed up on in the group setting.
3. **Engage in Rigorous Continuous Improvement Processes.** Work with data staff in Park City District, partner agencies, and UWSL to quantify the target population, desired outcomes, and measurable indicators of achievement. 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. **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 sought by the Promise Park City partnership as a whole and monitor progress using the Plan, Do, Study, Act cycle. Ensure at least 3 of these cycles are completed, reviewed, and acted on each year.

## EXPERIENCE AND QUALIFICATIONS

- *Collaborative Leadership and Facilitation.* The ability to facilitate a partnership using the principles of Collective Impact, results-based facilitation, and rapid-cycle continuous improvement. Ability to help people hold honest, reflective conversations that lead to aligned actions, shared goals, and the co-creation of plans to achieve those goals.
- *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.
- *Strategy.* Proven ability to recognize and act on strategic opportunities by identifying what is needed to achieve goals and by making connections across people, plans, conversations, and strategies towards those goals.
- *Continuous improvement.* Confidence and humility to ask questions, admit and address challenges, and “fail forward.” Past experience using continuous improvement frameworks (i.e. “plan, do, study, act” or results accountability) to achieve an outcome.
- *PreK-12 Education.* Experience working in a school environment and familiarity with school-based strategies (e.g. PLCs, MTSS, PBIS, CFAs, etc.) *strongly preferred.*
- *Cultural affirmation and competency.* Thrive in a cross-cultural environment with an asset-based framework.

## MINIMUM REQUIREMENTS

- B.A. (M.A. or equivalent work experience preferred) in education, public policy, public administration, nonprofit administration, psychology, social work, sociology, or a related field.
- Experience with software (e.g. MS Excel) necessary to store, analyze, and visualize data.
- Candidates *must pass* UWSL and school district background check to hold this position
- Spanish speaking *strongly preferred.*

## 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.

## POLICIES FOR OFF-SITE EMPLOYEES

This position will be housed in Park City and can only be successful when fully integrated into the Promise Park City environment. This means that certain UWSL policies, such as the flexible schedule policy, are not available for this position in their entirety. Additionally, while UWSL has clear dress code and other standards, the employee must be aware of and adhere to any district policies and standards while in that setting.

## SALARY INFORMATION & FLSA STATUS

This is an exempt position that pays: \$44,000 - \$55,000 annually DOE

## TO APPLY

Please send completed applications to [jobs@uw.org](mailto:jobs@uw.org). 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.*