

Position: VICE PRESIDENT, COLLECTIVE IMPACT
Hiring Organization: United Way of Salt Lake
Salt Lake City, UT
Department: COLLECTIVE IMPACT
Reports to: PRESIDENT & CEO
www.uw.org
Date Created: June 4, 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 has evolved from primarily a fund-raising, fund distribution organization to what it is today - 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.

UWSL has adopted a unique approach to community problem-solving called Collective Impact. Collective Impact brings many different sectors together to find new and innovative ways to address challenges and develop lasting changes.

UWSL is committed to excellence. We have adopted high standards of accountability and operate with integrity and transparency. We provide outstanding customer service.

WORK ENVIRONMENT

UWSL's work environment is fast-paced, friendly, committed, nonpartisan, and ever changing. Employees are dedicated, appreciated and recognized for their efforts, and all levels of management are engaged in the work daily. We offer competitive wages and a generous, comprehensive benefit package. The internal focus continues to be on high level results – communicating, aligning, and integrating around the organizational goals.

POSITION OVERVIEW

Using the framework and principles of Collective Impact, UWSL has developed Promise Partnerships that work at the school, community and system levels to achieve the results below for all children and families. UWSL supports these partnerships by playing a “backbone” role facilitating trust and constant communication; helping to set measurable, shared goals; aligning resources, programs, policies, etc. into mutually-reinforcing strategies; and using shared data to target resources and engage in continuous improvement.

1. All Children are Kindergarten Ready
2. All Students are Proficient in Reading in 3rd Grade
3. All Students are Proficient in Math in 8th Grade
4. All Students Graduate High School College & Career Ready
5. All Students Complete Post-secondary Education
6. All Children and Families are Healthy
7. All Children and Families are Financially Stable

The Vice President, Collective Impact, works under the direction of the President and CEO. Leads, manages and coordinates all efforts of collective impact staff, including Promise Partnerships, (school, community and system-level backbone, data collection and analysis); oversees all UWSL collective impact investments and basic needs grants; maintains positive relationships with board members, donors and community partners; measures, tracks and reports community outcomes; and performs other duties as assigned. As a member of the senior leadership team, the Vice President of Collective Impact demonstrates the following general leadership competencies:

BUSINESS ACUMEN & STRATEGIC DIRECTION

- Demonstrates understanding and knowledge of United Way; understands business of the organization and effectively creates strategy.
- Understands the community and its business environment.
- Understands the general business and financial principles required to effectively lead, manage, and align resources for performance; able to read financial statements, create and manage budgets.
- Contributes to the bottom line by helping organization grow its resources and capacity.

OPERATIONAL PLANNING AND EXECUTION

- Establishes effective and efficient processes that align department priorities with greater organizational goals, strategy, and mission
- Collaborates effectively within organization
- Inspires and motivates people; engages volunteers in ways that help execute the strategy

OUTWARD TURNING

- Develops strategic relationships to benefit United Way and the community; knows key players in community and is diligent in maintaining and expanding the network of stakeholders
- Seeks learning to build skills, knowledge, and abilities, and to challenge the organization in reaching its potential
- Effective spokesperson for United Way and its work
- Present and visible in community and with stakeholders (donors, volunteers, etc.); engages, listens and understands community aspirations
- Establishes credibility as a leader on critical issues and solutions affecting United Way and the community

TALENT MANAGEMENT & PEOPLE DEVELOPMENT

- Builds and leads a diverse team that enables organization to succeed; hires the right people; demands high performance and results; ensures people's work is aligned with mission and strategy
- Open to new ideas; invests time and resources in training, development and succession for the department; identifies and grooms high-potential staff; delegates effectively
- Coaches and mentors employees and teams
- Receives and provides feedback in a constructive way that builds confidence among staff; addresses performance problems

KEY RESPONSIBILITIES

1. Lead and coordinate all efforts of the Collective Impact staff including Promise Partnerships, (school, community and system-level partnerships, data collection and analysis). Responsibilities include: assign and monitor all job responsibilities, maintain positive staff relations, conflict resolution, and ensure that organizational resources are used to their maximum potential.
2. Establish and implement UWSL's overall Collective Impact strategies for achieving community-level results within each Promise Partnership to assure that every child in the communities where UWSL works is healthy, successful in school through high school, and achieves post-secondary education or training sufficient to be financially stable.
3. Oversee all UWSL Collective Impact investments. Establish and monitor a five-year Collective Impact resource investment plan. Oversee implementation of UWSL's annual Basic Needs grant process.
4. Lead and support UWSL's regional cross-sector Collective Impact strategies. Provide direction and support to the Promise Partnership Regional Council.
5. Develop and maintain state, regional and national partnerships that support and promote UWSL's work.
6. Maintain regular communication and positive relationships with the Board of Directors, volunteers, donors, community partners, elected officials, policy makers, and other organizations in the community. Represent United Way, maintaining a professional appearance, attitude and commitment to the organization.
7. Measure, track and report community outcomes as they related to all assigned projects.
8. Perform other duties as assigned.

POSITION REQUIREMENTS

- Experience in a leadership role within an organization and/or community setting
- Experience hiring and supervising staff
- Previous experience facilitating cross-sector collaborative networks or partnerships focused on whole population or community-level change.
- Knowledge of and/or experience using the principles of Collective Impact, results-based facilitation, results-based accountability, and rapid-cycle continuous improvement
- Demonstrated commitment to achieving outcomes for every student at a multi-district level and the ability to inspire similar commitment from others
- Demonstrated ability to foster trust and open communication with diverse stakeholders. Skill to recognize and address conflict and concerns. Ability to interact comfortably with high-level system leaders and decision makers
- Demonstrated ability to facilitate conversations and conditions where people commit to shared goals and co-create plans to achieve those goals. Ability to help people hold honest, reflective conversations that lead to aligned action. Ability to catalyze action commitments and accountability in others, in the absence of formal authority
- Demonstrated ability to communicate in clear and simple language to all stakeholders. Ability to discuss complex processes in accessible terms. 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
- Demonstrated 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
- Proven ability to recognize and act on strategic opportunities, i.e. by identifying what is needed to achieve goals and by making connections across people, plans, conversations, and strategies towards those goals
- Confidence and humility to ask questions, admit and address challenges, and “fail forward.” Past experience using continuous improvement frameworks (i.e. “plan, do, study, adapt” cycles) to achieve an outcome

MINIMUM REQUIREMENTS

1. Bachelor’s Degree in a relevant field (i.e. Social Science, Education, Public/Business Administration, Community Leadership, etc.)
2. Five years of experience in a leadership role directly related to achieving community-level change.
3. Experience in direct supervisory role of other staff members.

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, 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, operate a computer and other standard office machinery. The employee is required to regularly travel to locations outside of UWSL’s facilities. Special physical demands are not required to perform the work.

SALARY INFORMATION & FLSA STATUS

This is an exempt position that pays: \$85,000 - \$95,000 annually depending on experience.

TO APPLY

Only complete applications will be considered for the position. Complete applications include (1) an employment application (see website), (2) a cover letter, and (3) a resume. 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.*