

Position: COLLECTIVE IMPACT ADMINISTRATOR
Hiring Organization: United Way of Salt Lake
Salt Lake City, UT
Department: Collective Impact & Public Policy
Reports to: Senior VP, Collective Impact & Public Policy
Date Posted: April 7, 2014
www.uw.org

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 personnel are engaged in the work daily. We offer competitive wages and a generous, comprehensive benefit package. Our focus is on high level results – communicating, aligning and integrating around our organizational goals.

POSITION OVERVIEW

The Collective Impact Administrator works under the direct supervision of the Senior Vice President, Collective Impact & Public Policy; provides administrative support to the Collective Impact Department; leads and coordinates basic needs grant application processes; coordinates and supports department "onboarding" processes for new staff; facilitates and coordinates communication between UWSL departments; facilitates and manages department administrative processes, communication, and ensures effective operation of the department; assists with and provides support for department councils and other committees; prepares reports, minutes, summaries, spreadsheets and other tools to communicate collective impact work; and coordinates with others to ensure that organizational resources are used to their maximum potential.

KEY RESPONSIBILITIES

1. Provide general administrative support; maintain accurate records and files, schedule meetings and set appointments, assist with communication and follow-through on specific tasks.
2. Facilitate and manage department administrative processes, communication, and ensure effective operation of the department.
3. Lead and coordinate department "onboarding" processes for new staff; facilitate the planning and scheduling of departmental training and professional development.
4. Facilitate and manage interdepartmental communication regarding marketing needs (blog posts, etc.) and resource development needs (tours, speakers, and partner workplace fundraising campaigns)

5. Assist with and provide support to department councils and committees. Maintain accurate information in rosters, Outlook, Andar, etc.; take meeting minutes, facilitate communication and maintain records.
6. Lead and coordinate basic needs grant application process; develop timelines, publicize grant opportunities; recruit, train and support volunteer grant reviewers and manage the grant review process.
7. Coordinate with others within the United Way staff to ensure that organizational resources are used to their maximum potential, maintain positive working relationships, be a team player and be an advocate for change.
8. Maintains Collective Impact Department records, rosters, and other information accurately and in a timely manner.

JOB REQUIREMENTS

Qualified candidates will possess and/or be able to develop the following knowledge, skills and abilities:

A. Knowledge: A clear and comprehensive understanding of, and ability to communicate about:

- UWSL’s vision, purpose, objectives, roles
- UWSL’s “theory of change” (i.e. what we believe will make us successful in achieving our vision)
- The role played by other departments Group
- process, dynamics, and operations

B. Skills: Advanced skills in the following:

- Organized and detail oriented
- Written and oral communication
- Follow through
- Multi-tasking
- Microsoft Office Software (especially use of Outlook for calendar management and scheduling; Excel, PPT, and Word)
- Use of online and other software tools for organization of information and communication
- Risk-taking
- Consensus-building
- Simplification of complex information

B. Abilities: Strong capacity in the following areas:

- Adaptive leadership
- Active listening
- Creativity and solution-oriented mindset
- Strategic thinking
- Working collaboratively in a team
- Patience
- Capacity for decision making
- Do work without waiting for others
- Willing to learn
- Flexibility
- Emotional intelligence
- Observe, interpret, intervene in the moment
- Prioritization
- Humility
- Apply lessons learned to situations

MINIMUM QUALIFICATIONS

1. Bachelor’s Degree in a relevant field (i.e. Human Resources, Administration, etc.)
2. At least two years of experience working in an administrative support position.

SALARY INFORMATION

\$38,000 - \$42,000

TO APPLY

Interested applicants should submit a cover letter, resume, and employment application to jobs@uw.org. Employment applications and the complete job description can be found at <http://www.uw.org/about-us/careers/>.