



United Way of Tucson  
and Southern Arizona

## UNITED WAY OF TUCSON AND SOUTHERN ARIZONA Position Description

**Change Network Facilitator**  
**Full Time, Exempt**  
**September 2018**

The Cradle to Career Partnership (C2C) of Pima County serves as a catalyst for working together, across sectors, and along the educational continuum to drive better results in education, for every child from cradle to career. Additional information about C2C can be found at [www.C2CPima.org](http://www.C2CPima.org).

### **Job Summary:**

This position manages collaborative action by coordinating, coaching, and providing technical assistance to Change Networks as assigned. The Facilitator's primary objective, particularly in the near term is management of the 8<sup>th</sup> Grade Math Change Network. This position helps promote and facilitates a culture of continuous improvement within the Cradle to Career Partnership. The Facilitator will eventually be responsible for managing the support and oversight of one to three Change Networks, their action plans, and identified strategies around key priority outcomes. This position reports to the Senior Director of the Cradle to Career Partnership.

**This is a grant-funded position.**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develop and cultivate relationships with community stakeholders, including leaders in education, business, faith, nonprofit, philanthropic, and civic sectors.
- Develop expertise in continuous improvement methods and tools to educate and support Change Networks.
- Manage and oversee progress on continuous improvement and collaborative action around key strategies.
- Coach, facilitate and provide assistance the 8<sup>th</sup> Grade Math Change Network in order to establish and maintain momentum, achieve objectives and complete deliverables.
- Provide information, advice and counsel to the Senior Director, C2C Co-Chairs and Leadership Council in the creation of policies, programs and strategic direction pertaining the 8<sup>th</sup> Grade Math outcome area.
- Lead, attend and/or present at C2C Leadership Council meetings as necessary and provide information on progress of action teams through presentations and written reports.
- In establishing the 8<sup>th</sup> Grade Math Change Network, assist in the establishment of a framework for the management of the full range of networks that the partnership may develop over time.

- Maintain and archive appropriate documentation of progress of action teams including, but is not limited to, meeting minutes, action team work products, and relevant research.
- Perform similar range of responsibilities on behalf of other Change Networks as assigned.
- Assist in other C2C Partnership meetings, activities and events as needed.
- Assist in other United Way initiatives and meetings as needed.

## EDUCATION, JOB KNOWLEDGE AND EXPERIENCE REQUIREMENTS

- A bachelor's degree with 5 or more years of relevant work experience is required. A master's degree is preferred.
- Experience in continuous improvement is highly preferred.
- \*\*Additional compensation may be available for an individual with at least a Six Sigma Green Belt, Lean silver-level certificate or equivalent or higher type of certification.
- Demonstrated success in facilitating multidisciplinary or multi-organizational teams is desired.
- Ability to manage details and work independently; excellent written and oral communication skills and strong interpersonal skills are required.
- Proficiency in Microsoft Office applications including, Word, PowerPoint, and Excel is required as well as familiarity with using the internet to locate credible and relevant information.
- Excellent project management and organizational skills; ability to manage details and work independently.
- Strong knowledge of early education and K-12 landscape and issues are highly desired.
- Demonstrated passion for the transformative power of education will be a key qualification for any applicant.

## COMPETENCIES

- **Communication** - Maintains communication and works collaboratively with volunteers, C2C Staff, Change Network partners, Leadership Council members to provide support for networks of community partners; ability to communicate with diverse groups and “translate” vocabulary/jargon across sectors.
- **Problem Solving** - Ability to address and overcome complex issues to achieve desired results; great listener and seeks substantial input before making key decisions.
- **Embracing Change** - Champions change and provides tools to assist community partners in accelerating the change management process necessary to implement and sustain their proposed improvements.

- **Teamwork/Collaboration** - Reinforces collaborative approach in work with Partnership committees, staff, and other organizational partners to move the Partnership's work forward and achieve its vision, mission and goals. Must be able to establish and maintain effective working relationships with United Way staff at all levels, volunteers from diverse backgrounds, state and local government and philanthropic organizations, donors, community partners, and independent contractors.
- **Travel** - Must have ability to travel to work in a variety of locations throughout the metropolitan Tucson area and other parts of the state when required. Must possess a valid driver's license, current auto insurance, daily access to a reliable vehicle. Ability to travel for conferences and workshops to other parts of the country several times a year is also required.

### **PHYSICAL REQUIREMENTS**

Low physical effort required to sit, stand at files, bend, stoop, lift, and walk, occasionally lift up to 30 pounds. Requires ability to use a keyboard, monitor and calculator. Also requires the ability to communicate verbally, both in person and on the telephone.

Thank you for your interest in this position. Please submit resume and cover letter to:

[jdenigris@unitedwaytucson.org](mailto:jdenigris@unitedwaytucson.org)