



United Way of Tucson
and Southern Arizona

UNITED WAY OF TUCSON AND SOUTHERN ARIZONA Position Description

Director, Elder Strategies
Full Time, FLSA Exempt
November 2018

Job Summary

This position is responsible for developing and overseeing strategies developed to maximize health and independence of older adults with the guidance and support of the Elder Alliance. Reporting to the Associate Vice President, Community Development, this full-time position is responsible for management, coordination, facilitation, and leadership of all aspects of United Way's elder strategies.

Current programs and initiatives for older people include subcontracted core services for those in greatest social and economic need, community mobilization efforts to ensure elder voices inform planning and policy, community education, direct care worker and senior volunteer strategies. The Director, Elder Strategies directs and implements all of the actions and tasks associated with planning, evaluating, and implementing the work of the Elder Alliance. The Elder Alliance is a collaboration of multiple organizations and individuals dedicated to ensuring older adults thrive, enjoy quality of life, and play an active role in shaping livable communities for all ages in Pima County.

Management and Administration

- Direct all funded activities, prioritize responsibilities and assignments, and ensure completion of timely reports and work products.
- Develop, direct, and monitor the overall older adult services and Elder Alliance budgets and grants.
- Hire, direct, and supervise staff (when needed), student interns and volunteers.
- Evaluate performance of employees and contractors according to United Way established policies and procedures.
- Counsel and assist staff and volunteers in professional growth and development and prioritize responsibilities and assignments.
- Develop and oversee contracts with consultants and agencies as needed.
- Create and edit a variety of written documents, correspondence, speeches, and reports.
- Establish evaluation and accountability mechanisms for elder initiatives.
- Collaborate with United Way finance staff to assure that all program and financial procedures and payments are accountable to financial requirements and regulations.

Grant Management/Community Development

- Guide and support the work of all committees and subcommittees to create a strong collective impact to improve the lives and the community conditions for elders.

- Lead and manage implementation of community development projects in targeted neighborhoods.
- Assure that all activities are in compliance with appropriate federal, state, local or private funder directives and United Way current policies and procedures
- Guide the long range planning process for elders and determine with the Elder Alliance a plan for investment in local programs that align with established targets.
- Recruit and orient members to coalitions and committees who have expertise in target areas.
- Comply with appropriate protocols to protect confidential information about program participants.
- Prepare quarterly reports on performance of contracted services and complete dashboard reports.

Resource Development and Marketing

- Provide excellent customer service as a component of all job duties.
- Research new government and private funding sources for areas targeted for further development and prepare proposals, case statements, and applications for funding.
- Develop, lead collaborative planning, and write grant proposals for new funding for elder projects.
- Develop partnerships with foundations, corporate, government and private partners.
- Develop and print educational publications that align with target areas and are useful to the public; collaborate with United Way Marketing staff to create web-based content, brochures and handouts.
- Collaborate with United Way Resource Development, partner agencies, and foundations to identify and secure individual, government, business, and foundation resources.
- Give oral presentations on the ELDER Alliance and United Way's elder services.

Facilitation/Coordination

- Cultivate relationships with public and private groups to present United Way's vision, mission, services, and programs, and fulfill United Way strategic plan—ensuring alignment with Retirement to the End of Life strategic imperatives.
- Facilitate and plan for ELDER Alliance Monthly Meetings and task groups in partnership with co-chairs of the Alliance.
- Identify elder issues, with the ELDER Alliance, and develop public policy and advocacy strategies along with United Way's Health and Public Policy Director.
- Serve on local councils, boards and committees and represent elder issues.

Other Duties as Assigned

Qualifications, Skills and Abilities

- Bachelor's degree in business, public administration, social science, or related field from an accredited university or college, plus a minimum of five years professional level work experience, including three years proven successful experience creating, securing and managing grant-funded programs and initiatives or an equivalent

combination of education &/or work experience. Knowledge/experience in senior services and a Master's degree preferred.

- Demonstrated experience in working with diverse populations.
- Knowledge of the functioning of government, business and nonprofit agencies and familiarity with human service issues and how they can be addressed through organized action, advocacy, lobbying, funding, planning, public awareness, and education.
- Demonstrated excellent written/verbal communication and public speaking skills.
- Demonstrated customer service, problem solving, conflict resolution, decision making, leadership, team building, time management and motivational skills.
- Demonstrated advanced skills using Windows-based software, including Internet browsers, e-mail, word processing, spreadsheet, database, and presentation software.
- Demonstrated ability to recruit, establish and maintain effective working relationships with all levels of United Way staff as well as diverse volunteers, donors, community partners, vendors and other constituents.
- Demonstrated ability to tactfully handle stressful situations, negotiate and resolve conflicts, maintain confidentiality and to respect and observe organizational protocol.
- Demonstrated ability to maintain a flexible work schedule and adjust it as required by changing demands.
- Demonstrated ability to travel to work in a variety of locations throughout Pima County whenever required.
- Must have valid AZ Driver's License and proof of current automobile insurance.
- Ability to occasionally lift up to 25 lbs. when necessary.
- Ability to work flexible hours as needed depending on organizational needs.

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

jdenigris@unitedwaytucson.org