



UNITED WAY OF TUCSON AND SOUTHERN ARIZONA
Position Description

Operations Director
Arizona End of Life Care Partnership
Full Time, FLSA Exempt
April, 2019

The Arizona End of Life Care Partnership is a network of organizations and individuals committed to ensuring quality of life at every stage through education, support, sound policy and choices. The Partnership exists to engage and empower community to transform the way we live through the design of a human-centered network of end of life care support and resources.

More information is available at www.azendoflifecare.org

THIS IS A GRANT FUNDED POSITION

JOB SUMMARY:

Directs daily operations for the Arizona End of Life Care Partnership (EOLCP) including collaboration and relationship building with community based organization leaders; recruitment and education of organizations (health care, legal, financial, and service based) to join the Partnership; meeting with organizational leaders to finalize Partner agreements and investments; oversight and accountability for EOLCP Action Teams; oversight and accountability for grants and grantees; grant proposal writing; direction and supervision of Senior Manager; oversight of volunteers and interns; meeting planning and facilitation.

The Director should demonstrate outstanding leadership, communication, and organizational skills, in addition to a high level of emotional intelligence and strategic thinking. Reports to Senior Director-Arizona End of Life Care Partnership.

RESPONSIBILITIES

- Develops and cultivates relationships with community stakeholders.
- Develops expertise in continuous improvement methods and tools to educate and support change networks. Oversees progress on continuous improvement and collaborative action related to key strategies.
- Directs daily operations of the Partnership.
- Oversees Partner agreements and investments.
- Recruits organizations to the Partnership in collaboration with Senior Director.
- Follows up with organizations to finalize agreements and investments.
- Oversees grants and grantees.
- Oversees Action Teams and provides accountability for their work.

- Fundraising, including memberships, donations, grant research, and grant writing in collaboration with Senior Director.
- Meeting planning and facilitation.
- Leads, attends, and presents at regular Partnership meetings as necessary and provides information on progress of action teams through presentations and written reports.
- Ensures Partnership activities align with strategy, mission, vision, and values.
- Compiles and summarizes relevant data for reporting.
- Provides information and input to the Senior Director for the creation of policies, programs and strategic direction.
- Directs and supervises work of Senior Manager and consultant contractors.
- Directs content for newsletter and social media.
- Oversees maintenance of Partnership files and folders.
- Plans, oversees and attends events and activities as needed.
- Assists in other United Way initiatives and meetings as needed.
- Ability to work flexible hours as needed dependent upon organizational needs.
- Collaborates with finance team to ensure program and financial procedures are accountable to requirements.
- Monitors overall program budget in collaboration with Finance team and Senior Director.
- Creates, modifies, and maintains special letters, memos, and reports using software packages such as Microsoft Office.
- Performs duties in accordance with United Way policies and procedures such as attending staff meetings, completing timesheets and expense reports.

OTHER DUTIES AS ASSIGNED

QUALIFICATIONS, SKILLS AND ABILITIES

- Bachelor's degree in health sciences or administration, public health, social sciences, or related field. Master's degree preferred.
- Five years relevant work experience.
- Working knowledge of health care, end of life care, public health or health policy desired.
- Excellent computer skills and excellent oral and written communication skills.
- Excellent customer service, problem solving, critical thinking, research and information management skills.
- Ability to tactfully handle stressful situations, negotiate and resolve conflicts, maintain confidentiality, and respect and observe organizational protocols while maintaining professionalism.
- Ability to work in a culturally competent manner with diverse populations and ability to research, develop, and evaluate culturally relevant content.

- Ability to maintain a flexible work schedule and adjust it as required by changing activities. Ability to travel to work in a variety of locations throughout Tucson and Pima County.
- Must possess a valid driver's license, current auto insurance, daily access to reliable vehicle and able to occasionally lift up to 30 pounds.

CONFIDENTIAL DATA

- This position has access to sensitive and confidential information, and is trusted to maintain these files and documents properly. These documents include, but are not limited to, financial information, grantee information and other business related material. Failure to safeguard this information could result in a loss of trust and reputation internally and externally.

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

jdenigris@unitedwaytucson.org