



United Way of Tucson
and Southern Arizona

UNITED WAY OF TUCSON AND SOUTHERN ARIZONA Position Description

Cradle to Career Partnership

Change Network Facilitator

Full Time – Exempt

May 2019

Salary Range - \$50,000 - \$55,000

Job Summary:

This is a grant funded position that facilitates all activities associated with the Opportunity Youth Re-Engagement Change Network of the [Cradle to Career Partnership \(C2C\)](#). This Change Network, also known as Youth on the Rise (YOTR) seeks to build collaborative systems that strengthen connections to school and work for youth ages 16-24 to across Pima County. Reporting to the Impact and Improvement Director of the Cradle to Career Partnership, the Change Network Facilitator directs United Way's strategies and tasks associated with the Cradle to Career Partnership's Opportunity Youth Outcome area. This includes grant management of funds as well as contract oversight for sub grant awards to community partner agencies. This position will supervise the Youth Engagement Coordinator as well as interns and/or AmeriCorps volunteers. Office location is primarily in Tucson, AZ with expected travel to national convenings, conferences and trainings 3-5 times per year.

This is a full time position for a motivated individual with a high level of initiative, excellent communication, organizational and management skills. Working with other United Way staff and community volunteers from schools, government, social service agencies, foundations, and businesses, this individual coordinates activities in collaboration with local agencies that deliver education, workforce development and social support services to Opportunity Youth.

Responsibilities:

Management and Administration

- Leads and directs project management for all strategies associated with the Youth on the Rise, the Change Network for the Re-Engagement of Opportunity Youth.
- Directs all funded activities, prioritizes responsibilities and assignments, and ensures completion of timely reports and work products.
- Using the StriveTogether Theory of Action and associated strategic assistance, tools and trainings, facilitates and manages a scope of work to produce results leading to greater re-engagement of opportunity youth in Pima County.
- Develops, directs, and monitors the overall budget in areas of responsibility.
- With support from the C2C Data Team, develops and directs data collection and data sharing plan with community partners for the purpose of both developing and tracking strategies that better connect opportunity youth to school and work.
- Plans, designs and negotiates the scope of work with community partners as initiative expands and oversees subsequent contract and project monitoring.
- Hires, directs and supervises the work of staff & volunteers responsible for Change Network identified interventions and strategies.

- Creates and edits a variety of written documents, correspondence, speeches, and reports.
- Ensures that all support staff and consultants perform duties in accordance with United Way policies and procedures.

Resource Development

- Leads efforts to apply for funding and develops projects and strategies related to the Opportunity Youth Initiative and coordinates local efforts with the Cradle to Career Partnership Leadership Council.
- Researches grant and other funding opportunities and develops collaborative grant proposals and secures funding to further the work of the Opportunity Youth Initiative.
- Collaborates with the Resource Development Division and other Community Development directors to secure private donor, business and foundation resources to support Opportunity Youth efforts.

Planning

- Leads the planning process with partners and develops the operational plan to meet the Youth on the Rise objectives while meeting grant requirements.
- Works with the Cradle to Career Partnership Senior Director and Impact & Improvement Director to develop overarching post-secondary education and work readiness goals and strategies for all youth.
- Researches and analyzes opportunity youth policies and best practices as they relate to education and career pathways.

Facilitation/Coordination

- Facilitates the Youth on the Rise Change Network, and additional change networks to arise as the partnership develops, using a neutral facilitation approach that allows Change Network members to arise in leadership and have a greater sense of ownership for the work.
- Develops and maintains relationships with government and private philanthropic organizations and serves on state and local planning and advocacy task forces and committees.
- Develops and maintains collaborative relationships with a wide range of individuals in business, non-profit, private, and governmental organizations.
- Directs and facilitates the work of independent contractors and other project participants to develop plans and projects.
- Collaborates with other directors and managers at United Way to develop strategies and partnerships that results in changing community conditions.

Public Education/Social Marketing

- Makes presentations to local employers, local municipalities, as well as local and national conferences related to the work of the Cradle to Career Partnership and its Opportunity Youth Re-Engagement Change Network, Youth on the Rise.

Communication

- Develops and maintains effective communication with United Way staff and other programs and partner agencies.

- Works with Marketing and Communication staff to develop appropriate marketing and public relations materials.
- Integrates excellent customer service as a component of all job duties.

Other Duties as Assigned

Qualifications, Skills and Abilities:

- At least a Baccalaureate degree in public administration, education, social work, family studies, human services, criminal justice or a related field; Master's degree preferred.
- Five years' experience in education, human services, criminal justice or other related field (supervisory experience preferred).
- Strong preference for experience in leading continuous improvement projects. Yellow Belt in Six Sigma or similar certification preferred but not required.
- Excellent oral and written communication skills including clear, concise and accurate written documents and well-developed computer skills.
- Ability to use a data management system for inputting, collecting, and analyzing data.
- Demonstrated success managing multiple projects and budgets.
- Demonstrated customer service, problem solving, time management, research, information management and higher level organizational skills.
- Demonstrated ability to tactfully handle stressful situations, negotiate and resolve conflicts, maintain confidentiality and to respect and observe organizational protocol.
- Ability to travel to work in a variety of locations throughout the Pima County area, and nationally three to five times per year as required.
- Ability to establish and maintain effective working relationships with United Way staff at all levels, volunteers from diverse backgrounds, donors, community partners, independent contractors, parents and others.
- Must possess a valid driver's license, current auto insurance, daily access to reliable vehicle and able to occasionally lift up to 30 pounds.
- Bilingual a plus but not required.

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

jdenigris@unitedwaytucson.org