



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

July 2020

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

Job Summary:

This is a grant funded position within United Way's Cradle to Career Partnership, a county-wide initiative to improve educational outcomes across the birth to career continuum and eliminate racial, ethnic, and socio-economic disparities. This position facilitates and coordinates all strategies and activities associated with the partnership's Opportunity Youth Re-Engagement Outcome area. Duties and responsibilities primarily fall under the following areas:

- **Facilitating all activities associated with the Cradle to Career (C2C) Partnership's Opportunity Youth Re-Engagement Change Network, Youth on the Rise (YOTR).** YOTR consists largely of direct service providers, representatives from educational government institutions, non-profits, and youth and seeks to build collaborative systems that strengthen pathways and connections to school and work for youth ages 16-24 in Pima County.
- **Managing grants and contract oversight for sub grant awards to community partner agencies,** including completion of grant reports and maintaining communication with funders.
- **Planning, designing, and negotiating the scope of work with community partners for a collaborative action plan to increase Opportunity Youth Re-Engagement across Pima County,** including continuous improvement efforts, to coordinate activities in collaboration with local agencies that deliver education, workforce development, and social support services to Opportunity Youth.
- **Supervising the Youth Engagement Coordinator, as well interns and/or AmeriCorps volunteers,** overseeing all activities associated with youth co-developing solutions for Opportunity Youth Re-Engagement while reporting to the C2C Impact and Improvement Director

This is a full-time position for a motivated individual with a high level of initiative, excellent communication, organizational and management skills. Office location is primarily in Tucson, AZ with expected travel to national convenings, conferences and trainings 3-5 times per year when public health guidelines state it is safe to do so. For the time being, this is a remote-work position until it is safe for our office to re-open.

Responsibilities:

Facilitation/Coordination

- Convenes and facilitates regular meetings Youth on the Rise Change Network and planning meetings with subsets of partners using a results-based facilitation approach that allows Change Network members to arise in leadership and have a greater sense of ownership for the work.
- Engages change network partners to advance Opportunity Youth Re-Engagement outcomes through the continuous improvement process.
- Recruits community partners, builds, and maintains effective relationships with local government, nonprofits, schools, colleges, business, and philanthropic organizations to advance the goals of Opportunity Youth Re-Engagement.

Management and Administration

- Directs project management for all strategies associated with the Youth on the Rise.
- 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.
- Directs all funded activities, prioritizes responsibilities and assignments, and ensures completion of timely reports and work products.
- Tracks the progress of action plan implementation and progress toward countywide goals and revises action plan components as need based on progress.
- 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, facilitates 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.
- Supervises the C2C Youth Engagement Coordinator, overseeing all activities associated with youth co-developing solutions for Opportunity Youth Re-Engagement
- 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 Re-Engagement Initiative with guidance from the C2C Impact & Improvement Director.
- Researches grant and other funding opportunities and develops collaborative grant proposals to further the work of the Opportunity Youth Initiative.
- Collaborates with the Resource Development Department 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 Associate VP and Impact & Improvement Director to develop county-level 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.

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.
- Makes presentations to local employers, local municipalities, as well as at 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.

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.
- Five years' experience in education, youth development, human services, criminal justice, or other related field (supervisory experience preferred).
- Strong preference for experience in facilitation of large groups
- 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, including Microsoft Office and Google Suite.
- 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 when public health guidance states it is safe to do so.
- 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, and daily access to reliable vehicle.
- Bilingual a plus but not required.

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