



United Way of Tucson  
and Southern Arizona

## UNITED WAY OF TUCSON AND SOUTHERN ARIZONA Position Description

**Associate Vice President, Early Childhood  
September, 2020**

**Full Time, FLSA Exempt**

### **Job Summary:**

The Associate VP, Early Childhood, supports the Chief Impact Officer and other directors in strategic and collective impact thinking and planning across all strategic community impact areas from birth to the end of life with specific emphasis on early childhood and education (birth through eight). This position oversees the management of United Way's Children Ready for School target (for 3<sup>rd</sup> grade reading success). Reporting to the Chief Impact Officer, the Associate VP oversees and directs United Way's strategies, tasks and evaluation associated with early care and education, the Diamond Challenge Fund, the First Focus on Kids (FFK) Coalition, Professional Development, Family Support, quality enhancement in child care settings, early childhood mobilization for Pima County, Read On Pima, and other related early education projects. All United Way of Tucson and Southern Arizona (UWTSA) programs and strategies work toward eliminating racial, ethnic, and socio-economic disparities for an educated, thriving, and equitable community.

This is a full-time, grant-funded position for a motivated individual with a high level of initiative and excellent management, communication, organizational and facilitation skills. The Associate Vice President is highly professional and an expert in early childhood systems and how they contribute to United Way's community impact goals, including the Cradle to Career Partnership (C2C), the Family Support Alliance, and First Focus on Kids as well as Early Childhood Professional Development and Quality Redesign work. The position directs and supervises the work of multiple staff including Community Development Senior Directors, Directors and Senior Program Managers, community partners, student interns, AmeriCorps Vista members, consultants, and volunteers that serve all of Pima County.

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

**Salary Range: \$73,000 - \$76,000**

### **Responsibilities:**

#### **Management and Administration**

- Provides visionary leadership in strategic planning and implementation for systems change.
- Oversees all funded activities, prioritizes responsibilities and assignments, and ensures completion of timely reports and work products.
- Develops, directs, and monitors the overall budget in areas of responsibility. Develops budget plan for services and monitors budget expenditures.
- Plans, designs and negotiates the scope of work with community partners and oversees contract and project monitoring.
- Hires, directs and supervises the work of Senior Directors, Directors, Senior Program Specialists, managers, program coordinators and interns. Develops next generation of leadership for United Way.
- Directs and facilitates the work of independent contractors and other project participants to develop plans and projects.

- Creates and edits a variety of written documents, correspondence, speeches, and reports.
- Ensures that all staff and consultants can perform duties in as self-directed a manner as possible and in accordance with United Way policies and procedures.
- Oversees and supports UW Early Education, Family Support, Quality Redesign, Professional Development, and Read On staff. Oversees mobilization in all of Pima County and coordinates with the First Things First Regional Connections office, and with Financial Wellness staff in building region-wide strategy for connecting with rural and outlying communities.
- Provides support for the Chief Impact Officer, other Associate Vice Presidents, and community development Senior Directors, e.g., CD Operations team, Board and community meetings, etc.
- Assures that all activities are in compliance with appropriate federal, state, local or private funder directives and United Way current policies and procedures

### **Facilitation/Coordination**

- Coordinates with one or more Change Networks of C2C's collective impact work.
- Establishes relationships with key government agencies such as ADE, DHS licensing, DES subsidy, local government agencies, other United Ways, and community agencies to ensure effective collaboration across agencies and First Things First programs.
- Works with agencies responsible for Quality First assessments, child care health consultation, scholarships, and other programs to ensure cross-agency collaboration (in partnership with agencies such as First Things First, Southwest Human Development, the Valley of the Sun United Way and others).
- Oversees early childhood staff, partners and volunteers to make connections and build cohesion throughout Pima County and the State of Arizona.
- Coordinates and collaborates with First Things First Regional Councils in regions participating in UWTSA First Things First programs.
- Shares program information and develops coordination agreements between United Way and other community agencies to ensure access to all programs, resources, and services available to assist centers and homes in quality improvement efforts.
- Works with the Read On partners and the state Read On Arizona director, and the Chief Impact Officer to direct strategies as part of the Read On Pima (e.g., Tucson/Sahuarita/Ajo) plan. Supervises the Director of Early Childhood who oversees Read On activities in Pima County and who serves on the Read On Pima Leadership Team.
- Develops and maintains collaborative relationships with a wide range of individuals in business, non-profit, private, and government and private philanthropic organizations. Serves on state and local planning and advocacy task forces, committees, and coalitions. Serves on local councils, Boards and committees.
- Collaborates with other directors and managers at United Way to develop strategies and partnerships that result in having a major impact on the community.

### **Planning and Community Development**

- Actively participates in United Way new directions and provides research, oversight and facilitation support related to Community Impact.
- Actively participates in all meetings and trainings required by and as scheduled by First Things First and other funding sources, including meetings for developing policies, etc. at the state level.
- Oversees the development of the strategic plan, objectives and outcomes for strategic work groups, as well as providing direction and support for the First Focus on Kids Coalition and its work groups.
- Oversees and provides direction and support for the work of staff, consultants, and volunteers under area(s) of responsibility. These include the First Things First funded programming in professional development, home visitation and parenting programs,

including overseeing the work of the Senior Directors for the Family Support Alliance and the Great Expectations for Teachers, Children, Families and Community.

- Guides the work of all committees and subcommittees using Results-Based Accountability, Results-Based Leadership, Asset-Based Community Development and Strive Together Framework collective impact principles and strategies.
- Oversees recruitment and orientation of new members to coalitions and committees who have expertise in target areas.
- Guides the long-range planning process for early childhood education (FFK, FSA, professional development) and determines with the Impact Coalitions a plan for investment in local programs that align with established targets.
- Oversees the development and supports strategic objectives across program areas, including Read On Pima, and promotes and documents cross-functional collaboration.
- Analyzes and facilitates cross-divisional and cross-departmental activities to increase United Way visibility and effectiveness.
- Develops public relations stories from various program areas to be used in United Way promotional activities.
- Assumes responsibility for staffing various community committees and collaborative groups as United Way's representative.

### **Resource Development**

- Identifies potential donors and funding sources and collaborates with Resource Development and other Community Impact directors to secure business and foundation resources.
- Secures additional resources by researching grant and other funding opportunities and writing and directing the development of collaborative grant proposals.
- Develops positive working relationships with government and philanthropic organizations.
- Provides excellent customer service as a component of all job duties.

### **Performance and Other Evaluation**

- Oversees the development of research and analysis of best practice, evaluation, and statistical information.
- Establishes requirements for contracted services and oversees reporting on overall performance objectives and outcomes.
- Establishes evaluation and accountability mechanisms for United Way contracted services.
- Directs and supervises the work of UW staff, agency partners and independent contractors to ensure consistency with objectives and outcomes.
- Collaborates with United Way finance staff to assure that all program and financial procedures and payments are accountable to financial requirements and regulations.
- Support other grant projects and UW activities in areas of skills and strengths, such as evaluation, facilitation, professional development workshops and other events.

### **Public Education/Social Marketing**

- Guiding and collaborating with the Director of Early Childhood to oversee public education and marketing activities for early childhood related projects such as First Focus on Kids including web maintenance, planning documents, FFK newsletter, outreach events, etc.
- Presents at local, statewide, and national conferences and workshops.
- Oversees the development and dissemination of informational and promotional materials.
- Supports outreach and education efforts around early childhood education.

### **Other Duties as Assigned**

**Preferred Qualifications, Skills and Abilities:**

- Master's degree in early childhood education, elementary education, family studies, human services, public administration, or a related field.
- Five years' experience in a leadership/management position in early childhood education, community development, human services or other related field.
- Excellent oral and written communication skills including clear, concise, and accurate written documents and well-developed computer skills.
- Excellent organizational and time management skills.
- Demonstrated expertise in the administration of complex projects and budgets, and skill in grant writing and management.
- Demonstrated ability to supervise staff and volunteers.
- Demonstrated experience in working with diverse populations.
- Demonstrated ability to tactfully handle stressful situations, negotiate and resolve conflicts, maintain confidentiality and to respect and observe organizational protocol.
- Demonstrated customer service, problem solving, conflict resolution, decision making, leadership, team building, time management and motivational skills
- Demonstrated ability to maintain a flexible work schedule and adjust as required by changing demands.
- Demonstrated ability to travel to work in a variety of locations throughout the metropolitan Tucson area and other parts of the State when required.
- Demonstrated ability 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.

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

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