

**Position:** Network Director  
**Department:** Collective Impact  
**Reports to:** Senior Director of Network Partnerships  
**Date Prepared:** August 2018

## THE ORGANIZATION

United Way of Salt Lake (UWSL) has made a promise to our community—to change the odds so all children and their families have the same chance to succeed in school and life. We have adopted a unique approach to community problem-solving called collective impact, which allows us to directly engage with communities. Our workplace is fast-paced, friendly, and adaptive. At UWSL we believe in celebrating success, learning from failure, and ambitious goals. Our wages are competitive; the benefits package is comprehensive; perks like flexible schedules and staff parties make every day unique.

## POSITION

Achieving population-level well-being in complex social outcomes cannot be achieved by any single organization working alone. It must be achieved in partnership with many organizations and institutions, which is difficult to achieve without an intentionally convened collaborative environment and regular, well-facilitated meetings. This is the role of a Network Director: to convene, facilitate, and help build collective action among a set of partners.

## RESPONSIBILITIES

1. Convene and Facilitate Outcomes-Focused, Collaborative Working Groups
  - a. (Co)convene and (co)facilitate partnership groups toward aligned action that leads to measurable progress on identified outcomes and indicators
  - b. Analyze existing services and collaborative working groups to identify gaps, then work with groups to ensure collective action toward measurable results
  - c. Expertly manage group logistics, data, processes, and collateral so partnership focuses on action
2. Engage in Rigorous Continuous Improvement Processes
  - a. Work with partners to quantify target population, desired outcomes, and measurable indicators of success
  - b. Assess the current conditions, including the outcome's trend over time and the partners that are working toward the outcome
  - c. Monitor interventions against outcomes; ensure partnership modifies practices based on findings
3. Results Accountability
  - a. Work with partners to develop a set of performance measures for each relevant program, strategy, or intervention
  - b. Provide coaching for partners conducting improvement cycles
4. Support the Promise Partnership Regional Council (PPRC)
  - a. Ensure institutional support of aligned action through systems-level institutions.
  - b. Work in two-way communication with PPRC members to advocate for necessary systems change
5. Perform other related duties as assigned by the supervisory personnel

## REQUIREMENTS

- Ability to facilitate a partnership using the principles of Collective Impact, results-based facilitation, results-based accountability, and rapid-cycle continuous improvement

- Hold honest conversations leading to aligned actions, shared goals, and plans creation
- Foster trust and open communication with diverse partners
- Recognize and address conflict and concerns
- Proactively, constructively, and creatively problem solve
- Engage in systems thinking and help draw connections and alignment between ideas, programs, initiatives, and partners
- Interact comfortably with high-level leaders and community members from diverse backgrounds
- Synthesize information and simplify complexity. Ability to help partnerships and team members to communicate a common, consistent message, particularly about the attribution of success. Ability to reinforce common, consistent language around the value and purpose of a backbone role
- Ability to organize and prioritize own work and the work of a partnerships/partners
- Make results and progress accessible, visible, and actionable
- Locate, disaggregate, and use data to forecast, structure conversations, and make decisions
- Address disparities related to race, ethnicity, income, and other factors
- Recognize and act on strategic opportunities by identifying what is needed to achieve goals
- Confidence and humility to ask questions, admit and address challenges, and “fail forward”
- Thrive in a cross-cultural environment with an asset-based framework

#### **QUALIFICATIONS**

- B.A. (M.A. or equivalent work experience preferred) in directly applicable field
- 2-3 years of directly applicable experience
- Proficient with Microsoft and Google suites

#### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met to perform the essential functions of this position. The employee is regularly required to communicate clearly in oral and written formats and must be able to transcribe, read extensively, and prepare and analyze data and figures. Typically, the employee may sit comfortably to do the work; however, there will be some walking, standing, bending, carrying light items, use of office equipment, etc. Special physical demands are not required to perform the work.

#### **BENEFITS**

This is an exempt position; salary commensurate with experience.

#### **APPLY**

Please visit UWSL’s [Employment Opportunities](#). A complete application will include a resume and cover letter. You may contact [jobs@uw.org](mailto:jobs@uw.org) if you have any questions regarding employment opportunities.

*NOTE: The statements in this position description are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of the person employed. Also, the statements do not establish a contract for employment and are subject to change at the discretion of the employer.*