

Position: DIRECTOR OF CIVIC PARTNERSHIPS
Department: Collective Impact
Reports to: SENIOR DIRECTOR OF CIVIC PARTNERSHIPS
Date Prepared: January 9, 2019

THE ORGANIZATION

United Way of Salt Lake's (UWSL) mission is to build powerful partnerships that achieve lasting social change. We implement data-driven, equitable practices to eliminate barriers to success, and create opportunities and solutions that assist people to achieve their goals, dreams, and human potential. Our workplace is fast-paced, progressive, innovative, friendly, and adaptive; our core values are: Relationships, Results, Innovation, and Continuous Improvement. At UWSL we believe in celebrating success, learning from failure, and setting ambitious goals. We offer competitive compensation including a comprehensive benefit package, generous paid time off, and flexible schedules. People with diverse backgrounds, experiences, abilities, and perspectives are encouraged to apply.

POSITION OVERVIEW

The role of the Director of Civic Partnerships is to work with civic leaders (mayors, city councils, nonprofits, etc.) to create a customized, comprehensive strategy, using collective impact tools (results-based accountability and continuous improvement) focused on education, health, and financial stability. The DCP will provide a process to build local capacity, identify pressing community needs, and action to address those needs by conducting a data analysis, prioritize outcomes with an equity focus, identify key local stakeholders, align to existing networks and the Promise Partnership Regional Council. The DCP will convene, facilitate, and build collective action among a set of motivated partners within a defined geography, ensuring that all residents are successful in the defined outcomes of the partnership.

ESSENTIAL FUNCTIONS

1. Establish and strengthen place-based partnerships
 - a. Identify civic leaders in a defined geography and build a network of trusted partners
 - b. Develop a partnership structure based on the local context, taking into account the strengths, needs, and challenges in the community
2. Convene and facilitate collaborative working groups
 - a. (Co)convene and (co)facilitate collaborative action among place-based partners to ensure these groups succeed in their goals and measurable indicators
 - b. Analyze existing services and collaborative working groups to identify gaps, then work with groups to ensure collective action towards measurable goals
 - c. Strengthen the capacity of partners to facilitate working groups
3. Ensure collaborative action is aligned with both site-based (schools) and regional action
 - a. Large scale change efforts exist within a multi-tiered structure of schools, neighborhoods, and regions, and it is critical that messaging, communication, and measures of well-being are shared across these structures
 - b. Regular collaboration with partners and backbone supports across these tiers is critical
4. Engage in rigorous continuous improvement processes
 - a. Work with partners to quantify the 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 and ensure the partnership modifies practices based on findings.
5. Results accountability
 - a. Work with partners to develop a set of performance measures
 - b. Make results and progress accessible, visible, and actionable
6. 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
7. Perform other duties as assigned

REQUIREMENTS

- Ability to facilitate a partnership using the principles of collective impact, results-based facilitation, and rapid-cycle continuous improvement
- Hold honest conversations leading to aligned actions, shared goals, and plans creation
- Foster trust and open communication with diverse stakeholders including addressing conflict
- Interact comfortably with high-level leaders, as well as diverse community members
- Communicate in clear and simple language to all stakeholders
- 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.
- 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"

QUALIFICATIONS

- B.A. (M.A. or equivalent work experience preferred) in a directly applicable field
- 3-4 years of experience in project management and/or leadership role
- Proficient with Microsoft and Google suites

PHYSICAL REQUIREMENTS

The employee is regularly required to communicate clearly, in oral and written formats, with others in person, over the phone and via other devices. The employee must be able to transcribe, read extensively, prepare and analyze data and figures, constantly operate a computer and other standard office machinery. The employee is required to regularly travel to offsite locations to set-up presentations and displays physical and electronic forms.

BENEFITS

This is an exempt position that pays; salary commensurate with experience.

TO APPLY

Please visit UWSL's [Employment Opportunities](#). A complete application will include a resume and cover letter. You may contact 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.