

**Position:** Senior Director of Early Childhood Partnerships  
**Department:** Collective Impact  
**Reports to:** Vice President, Collective Impact Partnerships  
**Date Prepared:** February 2019

## **THE ORGANIZATION**

United Way of Salt Lake (UWSL) is changing the way organizations, communities, business, schools, governments, and individuals work to fix complex social problems. Together, we can help every child and family in our region succeed at school and life. UWSL's workplace is fast-paced, friendly, and adaptive, and is grounded in our core values of relationships, continuous improvement, results, and innovation. 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. Join us in changing the world and giving everyone in our community the opportunity to live their best life.

## **POSITION**

The Senior Director of Early Childhood Partnerships convenes, facilitates, and helps build collective action among a set of partners that are focused on improving the lives of young children and their families. Our efforts start in early childhood and extend through postsecondary education, health, and financial stability. The Sr. Director will lead a team of junior partnership facilitators that are focused on other age groups and outcomes. Everyone on the team is focused on reducing education and health disparities based on race, ethnicity, gender, and income.

## **KEY RESPONSIBILITIES**

1. Convene and facilitate collaborative working groups of early childhood partners
  - a. Cultivate relationships with early childhood stakeholders
  - b. Provide facilitation, strategic thinking, and project management to the activities of early childhood partnership groups
  - c. Lead partnership groups through planning for and taking action to build the public and political support for early childhood policies and comprehensive early childhood systems building
  - d. Work with other partnerships to ensure collective action toward measurable results
  - e. Manage group logistics, data, processes, and collateral
2. Lead a team of partnership facilitators and participate on the department leadership team
  - a. Support 3-4 team members in the design and implementation of processes that lead groups to achieve more equitable outcomes
  - b. Leverage change management, team development, and continuous quality improvement expertise to support to team members
  - c. Provide leadership, mentorship, and learning and development support for external partners and staff
  - d. Collaborate with leadership team to align work across roles, set department strategy, and execute on that strategy
  - e. Provide content to marketing and resource development teams to broaden awareness of our work and increase potential funding opportunities

3. Engage in rigorous continuous improvement processes
  - a. With support from a data team, equip partnerships with the data and analytics to know where and how to invest their time, effort, and financial resources
  - b. Provide data and analytics to partners to collaboratively identify a target, desired outcomes, and success criteria
  - c. Plan, execute, and monitor interventions against outcomes, and lead partnerships to modify practices based on findings
4. Be accountable for results and foster the sense of accountability for results in others
  - a. Work with partners to develop a set of performance measures
  - b. Provide coaching for partners conducting improvement cycles
  - c. Establish personal and group norms that allow partners to feel highly accountable to reduce disparities based on race, ethnicity, income, and gender
5. Support our partnership's leadership body, the Promise Partnership Regional Council
  - a. Work in two-way communication with council members to advocate for necessary systems change
  - b. Create the Promise Partnership's annual report card to the community
  - c. Oversee the partnership facilitators' roles in supporting council subcommittees
  - d. Prepare materials, talking points, and presentations for bi-monthly meetings

#### **ESSENTIAL COMPETENCIES**

- Knowledge of early childhood programs, evidence-based practices, and systems
- Ability to convene a group of partners from different agencies and inspire them to engage in systematic cycles of analysis and action that improve outcomes for students and families
- Ability to hold honest conversations that lead to shared goals and aligned actions
- Foster trust and open communication with diverse partners
- Recognize and address conflict and concerns
- Proactively, constructively, and creatively problem solve
- Help draw connections and alignment between ideas, programs, initiatives, and partners
- Interact comfortably with both hierarchical high-level leaders and students and residents from diverse backgrounds
- Synthesize information and simplify complexity
- Locate, disaggregate, and use data to forecast, structure conversations, and make decisions
- Address disparities related to race, ethnicity, income, and other factors
- Confidence and humility to ask questions, admit and address challenges, and "fail forward"

#### **MINIMUM REQUIREMENTS**

- Bachelor's degree (or equivalent work experience) in education, public health, communication, sociology, or related field. Master's degree, or equivalent work experience, preferred
- 3-4 years of directly applicable experience in early childhood and with leading partnerships
- 2-3 years supervisory experience
- 1-2 years working with data and database systems
- 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, and must have the ability and means to travel, and to set-up presentations and displays in physical and electronic forms. The employee must have the ability to lift, carry, push and/or pull objects weighing up to 30lbs.

**BENEFITS**

This is an exempt position will full benefits; 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.*