



United Way of Central and
Northeastern Connecticut

Job Posting **Senior Manager, Education Initiatives**

About Us

United Way of Central and Northeastern Connecticut is one of more than 1,200 autonomous United Ways in our nation and nearly 1,800 community-based United Ways in 45 countries and territories. We have the unique ability, vision and resources to bring together diverse stakeholders around a community vision of creating positive change to achieve long-lasting results for children and families.

Our Mission

To engage and bring together people and resources committed to the well-being of children and families in our community.

Join Our Team! Career Opportunity

We are searching for a **Senior Manager, Education Initiatives** whose mission-driven, team-oriented and has a 'can-do'/solution outlook. The Senior Manager will report to the Director of Community Investment and will provide support to staff and volunteer leadership of grade-level reading and other education initiatives. The Senior Manager must be passionate about the population of young children, the ability of residents to support positive educational outcomes for children, and the value that public/private partners contribute.

As the Senior Manager, Education Initiatives, you will:

Leadership:

- Provide visionary leadership, modeling collaborative behavior that is inclusive and welcoming, and reflects strong value for diversity.
- Develop, coach, and facilitate collaboration among education initiative partners.
- Establish open, effective communication with staff and other strategic partners.
- Identify and address gaps in capacity among education initiative partners and neighborhood organizations.
- Participate in learning communities and other opportunities to increase knowledge that will enhance education initiatives. Share learnings with partners and staff.

Supporting and facilitating grade-level reading advisory teams and other work group meetings:

- Ensure effective facilitation and support of grade-level reading advisory team meetings and other working group meetings including preparing meeting materials.
- Develop systems to provide regular and ongoing communication with team members.
- Provide regular reports on progress towards goals and indicators.
- Coordinate with other collaborative initiatives to understand and integrate work into the education strategies.
- Propose updates to strategy as new needs emerge.
- Build and maintain trusting relationships with team members.
- Build United Way identity as a respected, neutral convener among a broad spectrum of local stakeholders.

Strategic coherence:

- Provide direction and support to partner organizations in aligning their work to a common agenda (e.g., identifying opportunities for program work and systems to support specific goals).
- Maintain an understanding of implementation challenges and develop comprehensive solutions to address them.
- Act as a neutral arbiter and help resolve disputes or disagreements regarding direction among partner organizations.

Managing Internal Systems:

- Oversee projects, monitor and report on issues and achievements within timelines.
- Select, contract with, and oversee work of consultants as appropriate.
- In collaboration with the advisory teams and other community stakeholders, develop and execute an annual work plan that defines actions, stakeholder responsibilities and anticipated progress measures.
- In collaboration with the advisory teams, develop an annual budget and provide regular financial reports to ensure responsible management of fiscal resources.

Community Engagement:

- Develop a community engagement strategy, including regular community meetings and events, to engage and empower residents.
- Work collaboratively with other community initiatives to leverage/align resources around shared goals.

Data Collection, Analysis and Reporting:

- Work with community partners to refine data points and indicators, plus identify sources and data collection methods for both qualitative and quantitative measures.
- Secure and execute data sharing agreement with strategic partners.
- Organize training for staff and partners responsible for collecting data.
- Ensure broad awareness and understanding among all partners and residents of targets and indicators.
- Use data to inform learning, drive decisions and strive for continuous improvement.

Fund Development:

- Develop relationships with potential funders and participate in relevant networks.
- Identify and pursue appropriate funding opportunities.
- Provide support to partner-efforts to secure funding for aligned goals.
- Oversee the reporting of deliverables and progress and financial reports to funders as required.

Communications:

- Communicate the objectives of education initiatives to a range of stakeholders and potential partners in the community.
- Create or manage creation of periodic summary reports and presentations on education initiative progress for internal and external audiences.
- The following duties may be done in coordination with a communications consultant or staff:
 - Develop communications materials, potentially including summary documents, brochures, FAQs, and other items.
 - Develop outreach strategy aimed at potential service recipients.
 - Develop web and social media strategy.
 - Create press strategy, including drafting press releases and media outreach.

QUALIFICATIONS:

- Master’s degree in social work, business, public policy, or related field preferred; and/or at least five years of relevant work experience, including experience managing collaborative teams in a fast-paced nonprofit, community organizing, social enterprise, or start-up environment.
- Experience working in an economically, racially and ethnically diverse environment, and the ability to build trusting relationships with adults and young people representing the broadest spectrum of educational attainment and experiences.
- The executive presence to inspire confidence and passion in internal and external audiences.
- Advanced strategy and planning skills, including an ability to think strategically on both organizational and systemic levels over multi-year horizons.
- Experience with project management and stakeholder management.
- Strong data acumen and ability to use data to drive decision making.
- Strong facilitation and presentation skills before multiple types of audiences.
- Existing relationships with, or ability to quickly build relationships with, a cross-sectorial range of stakeholders in the local or regional area, including senior executives.
- Outstanding written and oral communication and interpersonal skills, able to build authentic relationships with diverse stakeholders - from public and private sector executives, employers, and philanthropists to line workers and support staff at partnering agencies.
- Comfort with ambiguity and ability to thrive in a fluid, entrepreneurial environment, and willingness to “roll up one’s sleeves” and extend beyond formal responsibilities as needed for the work.
- Familiarity with the local area education systems;
- Experience organizing networks to achieve community goals.

COMPETENCIES:

- Business acumen: knowledgeable about programs, grants, contracts and building and maintaining partnership relationships.
- Action Orientation/Leadership: drives for goal completion and adjusts as new demands emerge; identifies resource needs, and problem-solving orientation.
- Relationship Building and Communication: demonstrates excellent interpersonal skills, engenders trust with leaders and community partners, promotes the common good, and exercises active listening.
- Judgement and Decision-making: makes sound decisions under pressure, avoids assumptions, weighs risks, asks good questions, demonstrates critical thinking, delegates effectively, follows up.
- Fiscal and Operational Effectiveness: achieves objectives within allocated resources, develops ways to streamline workflows to produce desired outcomes.

How to apply:

Qualified applicants should submit a resume and a cover letter describing 1) their qualifications and experiences 2) salary requirements, and 3) how they learned about the position to:

United Way of Central and Northeastern CT
 Human Resources
 30 Laurel Street
 Hartford, CT 06106

Email: positions@unitedwayinc.org No phone calls please.

United Way of Central and Northeastern Connecticut is an equal opportunity employer M / F / D / V.