

**About United Way of Central and Northeastern Connecticut:**

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. Since 1924, \$900 million has been raised through our United Way to help people in our community.

About Hartford Generation Work (HGW):

In 2016 eight high-impact, innovative organizations came together to improve employment prospects for young adults in Hartford by building the capacity of organizations and employers to serve this population more effectively and in greater numbers. Hartford Generation Work (HGW) seeks to *create seamless career pathways that move young adults in Hartford steadily forward to self-sustaining, livable wage employment* by integrating features of successful positive youth development and sector-based employment initiatives.

HGW works collaboratively with members and other related local initiatives to align policies, practices and resources that impact shared priorities. The collaborative serves as a catalyst for changing systems and practices in youth development and other community-based organizations, workforce development organizations, and employers so that more young adults have access to opportunities to improve their employment credentials, secure good jobs and advance to family sustaining wages.

Join Our Team! Career Opportunity

We are searching for a **Director, Hartford Generation Work** to be part of our United Way team located in Hartford Connecticut. The Director is responsible to the Leadership Team, consisting of representatives from founding member organizations, and reports operationally to United Way of Central and Northeastern Connecticut. United Way serves as the managing partner and fiscal sponsor for HGW.

What you'll do:**Leadership:**

- Develop, coach, and facilitate collaboration among HGW partners.
- Develop systems to communicate information and decisions among partners.
- Convene and facilitate regular collaborative and other action-oriented meetings.
- Build HGW's identity as a respected, neutral convener among a broad spectrum of local stakeholders.
- Cultivate excellent working relationships with senior community leaders involved in this initiative in a way that inspires action without formal authority.

Strategic Coherence:

- Provide direction and support to partner organizations in aligning their work to the common agenda (e.g., identifying opportunities for program work to support specific goals).

- Act as a neutral arbiter and help resolve disputes or disagreements regarding direction among work groups and steering committee.
- Develop advocacy priorities and coordinate supporting activities of partners.

Supporting and Facilitating Steering Committee and Working Group meetings:

- Ensure effective facilitation and support of all core partners and working group meetings and communication between meetings.
- Provide regular reports on progress towards goals and indicators.
- Coordinate with other projects and coalitions to understand and integrate that work into the HGW strategy.
- Propose updates to strategy as new needs emerge.
- Build and maintain relationships with steering committee, working group members, new prospects and other community partners.

Project Management, Data Analysis and Measurement:

- Work with HGW partners to develop pathways that support young adults in completing their highest level of education with bridges to higher education, job development skills and employment.
- Work with partners to develop and implement appropriate capacity building and technical assistance initiatives.
- Work with partners to engage employers in the development, training and hiring of young adults.
- Work with a data partner or internal staff to analyze existing data, data collection tools and research that can integrate and align with the goals and findings of the HGW.
- Use data to inform learning, drive decisions and strive for continuous improvement.

Fund Development:

- Develop relationships with potential funders and participate in relevant networks.
- Pursue appropriate funding opportunities.
- Oversee the HGW reporting of deliverables and progress to funders as required.

Communications:

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

Managing Internal Systems:

- Oversee daily operations, monitor and report on issues and achievements within timelines.
- Select, contract with, and oversee work of consultants as appropriate (e.g., data management, communications, and evaluators).
- Integrate efforts and foster strong communication with all partners.

About you:

The HGW Director must be passionate about the population of young adults and committed to the mission and overarching goals of HGW. Additionally, the successful candidate will be able to demonstrate:

- Master's degree in business, public policy, or related field; and at least five years of relevant work experience, including at least 3 years managing collaborative teams in a fast-paced nonprofit, social enterprise, or start-up environment.
- 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 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.
- Strong writing ability.
- 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.

Competencies:

- Familiarity with the local area and workforce development or youth development systems, youth development or direct experience working with employers to improve hiring and training practices.
- Business acumen: knowledgeable about programs, grants, contracts and building and maintaining partnership relationships.
- Action Orientation/Leadership: drives for goal completion and makes adjustments 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

This position description is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned as deemed appropriate.

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.