

United Way of West Florida Position Description

Position/Title: Achieve Escambia Manager

Incumbent/Candidate: Open

Reports to: President/CEO

Non-Exempt: \$45,000 - \$50,000

General Description

The purpose of this position is to nurture and grow the existing civic infrastructure to improve educational outcomes from cradle through career in Escambia County. The Director will facilitate community-wide engagement; oversee the Collective Action Networks (CANS) (Kindergarten Readiness Collective Action Network (KCAN) and Local College Access Network (LCAN) as well as the data committee; and otherwise oversee the day-to-day operations of the community initiative Achieve Escambia. This work will be done in the furtherance of the mission United Way of West Florida.

Main Job Tasks and Responsibilities

- Provide leadership and management to ensure that the purpose and core values of Achieve Escambia are successfully executed.
- Work with the CANS and the data committee, and other groups that may form, to track, evaluate, and communicate accomplishments and direction of the effort.
- Develop and cultivate relationships with community stakeholders, including leaders in education, business, faith, non-profit, philanthropic, and civic sectors.
- In collaboration with VP of Philanthropy & Communications identify funding opportunities and other resources to maintain Achieve's activities and ensure the sustainability of the effort.
- Implement a continuous improvement process throughout the work of the initiative.
- Provide oversight of day-to-day operations, including supervision of Achieve interns.
- Work with the VP of Philanthropy and Communications to develop and implement a communications plan for timely and consistent updates to key stakeholders, volunteers, and the community at-large.
- Develop and manage all memoranda of understanding and applications thereof for functional areas such as data sharing/compilation and Collective Action Networks
- Manage communications within the Achieve network, including maintaining meeting minutes
- Participate in related Community Impact meetings and UWWF activities and events.
- Other duties as assigned.

Education and Experience

- Bachelor's degree preferred with at least 2 years' experience working with community-based initiatives. Or, Associate's degree required with 4 years' experience working with community-based initiatives

- Demonstrated success in facilitating cross-sector or multi-organizational teams toward alignment
- Demonstrated ability to analyze and utilize data to inform action and to make evidence-based decisions. Experience working specifically with education and workforce data is desired.
- Demonstrated experience in strategic level work and tactical implementation.
- Excellent project management and organizational skills.
- Ability to manage details and work independently.
- Excellent written and oral communication skills.
- Strong interpersonal skills required
- Demonstrated relationship management experience with success fostering healthy relationships among a diverse community.
- Experience in continuous improvement required.
- Proficiency in Microsoft Office applications-including Word, PowerPoint, and Excel.

Key Competencies

- Mission focused.
- Strong interpersonal skills.
- Relationship-oriented.
- Collaborator.
- Results driven.
- Brand steward.
- Team builder.
- Self-management.