



United Way of Tucson
and Southern Arizona

UNITED WAY OF TUCSON AND SOUTHERN ARIZONA Position Description

**Associate Vice President, Cradle to Career Partnership
Full-Time, Exempt
October 2021**

Job Summary:

The Cradle to Career Partnership of Pima County serves as a catalyst for working together, across sectors and along the educational continuum, to drive better results in education for every child from cradle to career. This is a full-time position for a motivated individual with a high level of initiative, excellent management, communication, organizational and facilitation skills. Additionally, the Associate Vice President reports to and works closely with the Senior Vice President of Community Impact and other directors to enhance all departments in using an effective collective impact model.

To achieve this goal, the Associate Vice President must manage and cultivate a governance structure that includes key local C-suite executives from across sectors, while ensuring action plans are developed and implemented around core outcome areas of focus that are critical for achieving the goals of the Partnership. This includes managing a team of staff, interns, volunteers and consultants, as well as encouraging practitioners in the field to align their work to the goals of Partnership, to develop cooperation and synergy.

The Associate Vice President also leads the implementation of supporting strategies for the Partnership including but not limited to Data & Research, Policy, Sustainability, Marketing & Communications and Community Engagement. In this role, the Associate Vice President:

- 1) Supports the Data Director in convening data experts in the community to establish and refine metrics and processes that facilitate the sharing of data to drive continuous improvement in each of the eight outcomes of the partnership.
- 2) Establishes a policy agenda for the Partnership that is in alignment with United Way Tucson Southern and Arizona's Public Policy Agenda and works with C2C leadership and other key partners, including public officials, to implement the plan.
- 3) Works with funders in Partnership with the Resource Development Major Gifts Director to align resources behind evidence-based action plans.
- 4) Ensures the communications of the Partnership's mission, purpose, and strategies are consistent and clear.

Finally, the Associate Vice President ensures the work of the Partnership is aligned with the mission and interests of United Way of Tucson and Southern Arizona. All United Way of Tucson and Southern Arizona (UWTSA) programs and strategies work toward eliminating racial, ethnic, and socio-economic disparities for an educated, thriving, and equitable community.

Salary Range: \$70,000 to \$75,000

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides leadership and management to ensure that the mission and core values of the Partnership are put into practice. Establishes current and long-range goals, objectives, strategies and measures, subject to approval by The Cradle to Career Partnership Leadership Council.
- Plans, coordinates, and controls the daily operation of the Partnership by outlining clear work plans with staff and consultants that directly align work to the desired outcome of the Partnership. Must follow through on a timely basis to ensure there are no mistakes that could damage the credibility of the Partnership.
- Develops and cultivates relationships with community stakeholders, including leaders in education, business, faith, nonprofit, philanthropic, and civic sectors to support the priority actions of the Partnership.
- Dispenses advice, guidance, direction, and authorization to carry out major plans, standards and procedures that are consistent with the interests of the Cradle to Career Partnership Leadership Council.
- Reviews operating results of the Partnership, compares them to established objectives, and takes steps to ensure that appropriate measures are taken to correct unsatisfactory results.
- Collaborates with other directors and managers at United Way to develop strategies and partnerships that results in having a major impact on the community.
- Develops and implements strategy and action plans related to Data & Research, Policy, Sustainability, and Marketing & Communications while ensuring specific performance goals in the area are met according to the direction of the C2C Leadership Council. Plans for sustainability will be developed with leadership from the CEO, Senior Vice President of Community Impact and Major Gifts Director.

Public Education and Communications

- Oversees public education and marketing activities for the Cradle to Career Partnership, including web maintenance, planning documents, newsletters and social media.
- Presents at local, statewide, and national conferences and workshops.
- Oversees the development and dissemination of informational and promotional materials.

Management and Administration

- Directs all funded activities, prioritizes responsibilities and assignments, and ensures completion of timely reports and work products.
- Develops, directs, and monitors the overall budget in areas of responsibility. Develops budget plan for services and monitors budget expenditures.
- Develops the next generation of leadership for United Way of Tucson and Southern Arizona.
- Directs and facilitates the work of independent contractors and other project participants to develop plans and projects.
- Analyzes and facilitates cross divisional and cross departmental activities to increase United Way visibility and effectiveness.

Resource Development

- Collaborates with the Resource Development Division and other Community Development directors to secure business and foundation resources.
- Secures additional resources by researching grant and other funding opportunities and writing and directing the development of collaborative grant proposals.
- Develops positive working relationships with government and philanthropic organizations.
- Collaborates with United Way Finance staff to assure that all program and financial procedures and payments are accountable to financial requirements and regulations.

EDUCATION, JOB KNOWLEDGE AND EXPERIENCE REQUIREMENTS

- This position requires a Master's in education, public administration, family studies or some related field plus a minimum of five years' experience in a leadership or management position. Equivalent combination of work experience and/or education may substitute for advanced degree.
- Must have excellent written and oral communication skills, strong presentation skills, interpersonal skills, and organizational skills.
- Must be able to independently make strategic decisions, generate innovative ideas and solutions, and multitask due to a wide variety of tasks and constantly changing activities in the area.
- Must have demonstrated success directing and managing multiple projects and budgets and demonstrated ability to supervise staff and volunteers.
- Must have demonstrated ability to tactfully handle stressful situations, negotiate and resolve conflicts, maintain confidentiality and to respect and observe organizational protocol.
- Must have ability to travel to work in a variety of locations throughout the metropolitan Tucson area and other parts of the state when required.
- Must be able to establish and maintain effective working relationships with United Way staff at all levels, volunteers from diverse backgrounds, state and local government and philanthropic organizations, donors, community partners, and independent contractors.

CONFIDENTIAL DATA

This position has access to sensitive and confidential information and is trusted to maintain these files and documents properly. These documents include, but are not limited to, financial information, grantee information and other business-related material. Failure to safeguard this information could result in a loss of trust and reputation internally and externally.

PHYSICAL REQUIREMENTS

Low physical effort required to sit, stand at files, bend, stoop, lift, and walk. Maximum unassisted lift = 35lbs. Requires ability to use a keyboard, monitor and calculator. Also requires the ability to communicate verbally, both in person and on the telephone.

POLICY STATEMENT

The United Way of Tucson and Southern Arizona is an equal opportunity employer. We champion diversity, equity, and inclusion. We take action to ensure equal opportunity and all candidates are considered without regard to race, color, religion, national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran status, or any other legally protected status.

Upon hire and/or prior to starting employment with us, the successful candidate will be required to provide evidence of COVID vaccination or provide proof of eligibility for medical or religious exemption.