



**United Way of Tucson
and Southern Arizona**

Position Description
Program Manager, Cradle to Career Partnership (C2C)
Full Time, Exempt

Job Summary

This position is responsible for the daily operations of the Cradle to Career (C2C) Partnership including management of partner agreements and reporting, meeting planning and facilitation, grant writing and interdepartmental interactions. The Program Manager plays a key role in creating equitable, systemic change for the benefit of the C2C collective impact initiative to improve educational outcomes across the birth to career continuum and eliminate racial, ethnic, and socio-economic disparities.

The successful candidate should demonstrate outstanding communication, project management, and organizational skills. This is a grant funded position and reports to the Senior Director for Data & Impact.

United Way offers a generous benefits package including holiday and paid-time-off, health, dental, life and retirement, and opportunities for continued learning and professional development. For more information about our organization, see www.unitedwaytucson.org

Salary Range: \$50,000 to \$55,000

RESPONSIBILITIES

- Facilitates regular partner meetings (virtual or in person). Co-develops meeting agendas with partners using a results-based facilitation approach fostering leadership.
- Engages new community partners, builds, and maintains effective relationships with local government, nonprofits, schools, colleges, business, and philanthropic organizations to advance goals.
- Participates in community-driven collaboratives related to outcomes supporting alignment across initiatives.
- Provides ongoing supports and coaching to build partner capacity to lead and ensure continuous improvement tools are leveraged to guide improvement efforts.
- Co-develop clear, compelling, and successful short- and long-term strategies, objectives, and priorities.
- C2C Collaboratives (direct service providers, educational and government institution representatives, non-profits, and youth) seeks to build collaborative and equitable systems that improve educational outcomes for all youth.
- Directs all funded activities, prioritizes responsibilities and assignments, and ensures completion of timely reports and work products.
- Tracks the progress of strategy implementation and progress towards C2C goals.
- Uses a nationally recognized model that includes tools and trainings, to facilitate and manage collaborative action to produce results.
- Develops, directs, and monitors the overall budget in areas of responsibility.
- With support from the C2C Data Team, facilitates data collection and sharing with community partners to develop and track strategies supporting equity in education and workforce development.
- Creates and edits a variety of written documents, correspondence, speeches, and reports.

- Assist efforts on researching and applying for funding and develops projects and develops collaborative grant proposals to further the work.
- Leads the planning process with partners and develops the operational plan to meet the objectives while meeting grant requirements as needed.
- Researches and analyzes policies and best practices as they relate to education and career pathways.
- Makes presentations to community partners, leadership, local employers, local municipalities, as well as at local and national conferences related to the work of the C2C and its Collaboratives.
- Other Duties as Assigned

QUALIFICATIONS, SKILLS, ABILITIES

- At least a Baccalaureate degree in public administration, education, social work, family studies, human services, criminal justice, or a related field.
- Five years' experience in education, youth development, human services, criminal justice, or other related field.
- Strong preference for experience in facilitation of groups representing multiple sectors
- Preference for experience in leading continuous improvement projects.
- Excellent oral and written communication skills including clear, concise, and accurate written documents and well-developed computer skills, including Microsoft Office and Google Suite.
- Demonstrated success managing multiple projects and budgets.
- Demonstrated customer service, problem solving, time management, research, information management and higher-level organizational skills.
- Demonstrated ability to tactfully handle stressful situations, negotiate and resolve conflicts, maintain confidentiality and to respect and observe organizational protocol.
- Ability to travel to work in a variety of locations throughout the community or as required and attend required national conferences.
- Ability to establish and maintain effective working relationships with United Way staff at all levels, volunteers from diverse backgrounds, donors, community partners, independent contractors, parents and others.
- Must possess daily access to reliable transportation.
- Bilingual a plus but not required.

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.

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.