

Collective Impact Coordinator

United Way of the Blue Mountains

Title: Collective Impact Coordinator

Reports to: Executive Director

Job Classification Exempt, Full-time

Purpose: This position will provide leadership and direction to United Way's collective impact projects in the Blue Mountain region, which consists of Walla Walla, Columbia, counties and the Milton-Freewater area. United Way serves as the "backbone" organization for the newly established Educational Attainment Alliance. The position will provide ongoing leadership and direction to that effort. The purpose of the Alliance is to facilitate and structure collective action among key stakeholders to achieve collective efficiencies that generate positive outcomes across the K-12/14/16 educational pipeline. This position will require building trust and strong relationships, strategic planning, tactical planning, decision making, and implementation; fostering constant communication through the use of shared data, measurement, accountability, and stories; connecting and aligning strategies and resources; fostering innovation and creativity within United Way and the community by encouraging new ways of thinking and working, sharing best or promising practices, and establishing a safe environment for risk-taking.

United Way of the Blue Mountains Collective Impact Work:

Who

The Educational Attainment Alliance acts as a catalyst for change, working to eliminate barriers to student success and build better alignment across the educational continuum within our region, which includes Columbia and Walla Walla counties and the Milton-Freewater area. We believe that educational attainment is a shared responsibility of the entire community.

What

To build a strong educational pipeline that recognizes and fosters the talents of all students from cradle through career.

How

1. Build a culture that values and supports investments in educational attainment.
2. Establish practices that embrace diversity, build equity and support inclusiveness for all members of our community.
3. Collaborate to leverage resources for maximum impact.

Responsibilities and Duties:

- Provide leadership, management, and support for the Educational Attainment Alliance Steering Committee and working groups by providing daily oversight for planning, organizing, and facilitating / co-facilitating monthly meetings.

- Coordinate and facilitate the Community Investment Committee which leads the organization's investment decisions regarding agencies, programs and initiatives that best align with the Collective Impact Agenda for the EAA.
- Develop Requests for Proposal (RFPs) that support the Educational Attainment

Alliance initiatives.

- Create a data system and, in collaboration with members of the Educational Attainment Alliance, identify indicators to monitor the progress of the collective impact initiative.
- Support United Way fundraising efforts by providing data to form a strong case statement. Manage and maintain grants/allocations database, reports, records.
- Coordinate other United Way collective impact programs.
- Work outside normal office hours when required, to include early mornings, evenings and weekends.
- Other duties as assigned to achieve the mission of the UWBlueMts.

Key Competencies and Skills

- Commitment to excellence and to the mission of United Way of the Blue Mountains.
- Internally motivated to recognize and act on opportunities to further the mission of UWBlueMts.
- Excellent facilitation skills including: listening, probing, synthesizing, moderating, keeping the group on task, managing energy and time.
- Strong written & verbal communication skills and have an understanding of effective writing processes.
- Ability to effectively present information and data in written, electronic, and oral forms to diverse target markets with attention to attention to detail.
- Ability to maintain confidential and sensitive information.
- Ability to adapt to a changing work environment .
- Operate effectively with diverse groups and organizations.
- Ability to operate with a high level of autonomy and decision-making responsibility.
- Must be a self-starter and team player, with a positive outlook and the ability to manage ambiguity and change, proficient in identifying solutions and opportunities.
- Excels in providing customer service; demonstrates courteous, discreet and professional demeanor with all customers/stakeholders and fellow staff.
- Maintains confidentiality of all donors/stakeholders at all times.
- Builds relationships; thinks and acts strategically.
- Can conduct multiple projects with minimal supervision.
- Exhibits decisiveness – takes initiative in identifying problems and solutions.
- Proficiency with digital literacy, MS Office suite, data management, social media, and web design.
- Public speaking - large and small audiences

Job Requirements

- Education: Minimum of Bachelor's Degree, Master's Degree preferred.
- Minimum of three to five years' experience in nonprofit management of volunteers.
- Valid driver's license, insurance and vehicle are required.

Job Type: Full-time

Salary: \$40,000.00 to \$50,000.00 /year

Education:

- Bachelor's (Preferred)

License:

- Driver's license (Required)

Application Question:

- Please submit a writing sample: Why is education important to you?

Work Location:

- One location

Benefits:

- Paid time off

Management:

- Team Lead

This job is ideal for someone who is:

- People-oriented -- enjoys interacting with people and working on group projects
- Dependable -- more reliable than spontaneous
- Detail-oriented -- would rather focus on the details of work than the bigger picture
- Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction