



## United Way of the Battle Creek and Kalamazoo Region Job Posting

The United Way of the Battle Creek and Kalamazoo Region has the following position available:

### Associate Director of Education Full Time (Exempt)

***Are you passionate about making a difference in the lives of those who reside in our communities? This position makes that happen by driving United Way's community impact efforts in the area of education.***

The United Way of the Battle Creek and Kalamazoo Region (UWBCKR) partners across all sectors year-round to achieve measurable progress towards specific community level goals in Education, Income, Health and Basic Needs. Our organization stands in the top five percent of United Way organizations nation-wide in overall resource development results. This past year over \$10M was raised locally and more than 4,000 community volunteers were engaged help fuel the ongoing movement to *Change the Story* in communities throughout our region...one life at a time.

#### **Position Summary:**

United Way of the Battle Creek and Kalamazoo Region is looking for an impassioned, motivated individual to bring leadership and professional experience in the accomplishment of UWBCKR's mission, vision, and community impact goal in Education (*To Improve High School Graduation Rates and Reduce Racial and Economic Disparities in Graduation Rates*) and 3 Strategic Education Priorities:

- Early Childhood Success and Kindergarten Readiness
- Early Grade Reading Achievement
- Social Emotional Well-being

This professional-level position reports directly to the Vice President of Community Impact and will bring vision, expertise, leadership, and commitment to equity & inclusiveness to United Way's overall impact work in delivering on strategies for real, meaningful change; working collaboratively with Community Impact team members, UWBCKR staff and volunteers, Funded Partners' Organizations, various community stakeholders, local and non-local legislators and elected officials, and a network of other key partners to make it happen.

A successful Associate Director of Education will work diligently along with the full Community Impact Team to transform our region by consistently delivering the following professional outcomes:

- Administers UWBCKR's Education priority work and grant portfolio in the Battle Creek and Kalamazoo Region, including but not limited to managing grant investment processes and activities for development of Requests For Proposals (RFPs), preparation and submission of grant applications from area nonprofit organizations, and required reporting.
- Leads, supports, convenes, and facilitates community-wide Education initiatives; recruiting, coordinating, and collaborating with community partnership groups.
- Advances selected strategies that further UWBCKR's community impact Education goals and strategies for change, as well as intersections with UWBCKR's community impact goals and strategies in the areas of Health, Income and Basic Needs.
- Provides technical assistance and staff expertise to Funded Partner Organizations
- Assesses and aligns/re-aligns UWBCKR's strategies, common data indicators and measures, initiatives and programs as needed to focus work on the outcome of achieving stated community goals
- Provides critical thinking and analysis of program-level outcome data provided by Funded Partner Organizations to assess and evaluate performance of programs, impact of grant investments and measure progress made on strategies and goals
- Builds broad-base of networks and relationships to advance select Education strategies and community-wide initiatives; including partnerships with United Way Worldwide, other United Ways and funding organizations, and other local, state, and national organizations, partners and stakeholders that can support the advancement of local Education efforts.
- Actively recruits, develops, manages and supports diverse volunteer committees; facilitates volunteer engagement activities and motivates team towards fulfilling United Way's mission, vision, community goals and objectives.
- Engages and partners with philanthropic organizations outside of UWBCKR investing funds and resources into community programs and initiatives, representing both private and public sectors.
- Works cross-functionally within organization team to support the alignment of Educational work and initiatives with strategies for targeted resource development, fundraising and donor engagement strategies.
- Serves as a staff ambassador of United Way at various community meetings, conferences, committees; attend, represent and participate in special events and functions on behalf of the organization.
- Additional duties and responsibilities within the organization to be assigned as needed

#### **Requirements:**

- Bachelor's degree or equivalent experience, with some nonprofit experience desired.
- Previous educational and professional experience in the field of Education
- Professional, collaborative and knowledgeable personality that appropriately represents the United Way organization and culture.
- Excellent written and oral skills
- Prior experience with financial analysis and management
- Prior experience with data collection, performance evaluation and data research
- Prior experience with grant management
- Prior experience with meeting facilitation and public speaking
- Working knowledge of Microsoft Windows products including: Word, Excel, Outlook, PowerPoint, and Adobe Pro.
- Ability to maintain the confidentiality of highly sensitive information.
- Demonstrated superior project planning and project management skills. Demonstrated skills in designing work plans, timelines, and managing for results.
- Ability to work independently and take initiative.

- Ability to work in a fast-paced, changing environment
- Strong attention to detail.
- Ability to work with a diverse range of community organizations and populations is also required.
- A continual, passionate commitment to the work of United Way and the community we serve.

This Full-Time exempt position reports to the Vice President of Community Impact.

Candidates should apply with cover letter and resume to Rhonda Stull by October 10, 2018, to:

[rstull@wbckr.org](mailto:rstull@wbckr.org)

**United Way of the Battle Creek and Kalamazoo Region is an Equal Opportunity Employer and is committed to the principles of equity, diversity, and inclusion.**