

United Way of the Greater Triangle Job Description

Position Title: Director (Collaborative for Excellence in Youth Development: A Wake County Positive Youth Development Initiative)	Job Grade: E
Department: Resource Investment	FLSA Status: Exempt
Supervisor: Steering Committee's HR subcommittee	Approval Date: March 2011

OVERVIEW OF COLLABORATIVE

The Collaborative Partnership for Excellence in Youth Development (*Collaborative*) envisions a day when all young people in Wake County are safe, physically and mentally healthy, cared for, successful in school and in life, and prepared to become productive adults. The work of the Collaborative is to build a sustainable infrastructure that advances positive youth development (*PYD*) in Wake County for school-aged young people, with an emphasis on reaching under-served youth. We use the following values to guide our work: accountability, service to society, respect for the individual, and positive development of youth.

The Collaborative seeks to improve youth outcomes in the following areas: improved educational success, health and wellness, workforce readiness, and civic engagement. "Youth" are defined as school-aged young people between the ages of 5 – 18 years. The Collaborative hypothesizes that system-wide improvements in the following three (3) areas will lead to improved outcomes for youth in Wake County: (1) human and organizational capacity building and sustainability; (2) producing and reporting collective results; and (3) engaging youth and the community.

GENERAL DEFINITION OF WORK:

Work is performed under the oversight of the Steering Committee's Human Resources subcommittee, which is comprised of representatives of United Way of the Greater Triangle, City of Raleigh, and Capital Area Workforce Development Board. The Director shall perform high level professional and responsible project management, analytical, and administrative work to support and coordinate the Collaborative for Excellence in Youth Development throughout Wake County.

The Director, with support from a part-time Administrative Assistant, shall facilitate the implementation of the Collaborative's strategic plan, recruit Action Team members, negotiate partner relations, facilitate communication across groups, manage project activities, and complete reports. The Director shall serve as the primary spokesperson for the Collaborative.

Responsibilities

- Provide leadership working closely with the Steering Committee to set the strategic directions, policies, procedures and improvements for the Collaborative's work in Wake County;
- Develop an in-depth knowledge of Wake County's priority issues and the operationalization of positive youth development core values;
- Oversee the implementation of a strategic plan that includes the following initiatives: a youth mapping initiative; capacity building initiatives for youth-serving agencies; youth engagement and leadership initiatives; initiatives to collect and report on shared community indicators and outcomes; and coordination and communication initiatives;
- Provide professional support to the Steering Committee, Action Teams and Blue Ribbon Commission including data development, collection, monitoring, and reporting;
- Build partnerships and shared agendas with community stakeholders and funders as appropriate;
- Facilitate the identification of promising approaches to effectively address gaps in priority needs;
- Cultivate and support new Collaborative partners, recruit and train new members for Action Teams; and strengthen relationships with current partners;
- Work in conjunction with the Steering Committee to manage annual operating budget.
- Develop regular activity and financial reporting processes;
- Serve as a liaison between the Steering Committee, Action Teams, Blue Ribbon Commission, and Partners.
- Serve as primary contact to funding agencies of the Collaborative.
- Supervise part-time Administrative Assistant.

KNOWLEDGE, SKILLS AND ABILITIES:

Minimum

- Experience mobilizing key stakeholder groups for positive change
- Ability to establish and maintain effective working relationships with elected officials, city and county employees, community agencies, various community leaders, and the general public
- Ability to empathize and communicate effectively with youth and young people
- Demonstrated skills in working with diverse people and groups
- Thorough knowledge of the principles, practices and techniques of performance measurement and program evaluation
- Effective meeting facilitation and organizational skills
- Ability to conduct and lead training sessions
- Ability to creatively plan and implement strategies
- Ability to create spreadsheets and graphs and conduct research as needed
- Ability to prepare complex reports and to express complex ideas effectively - both orally and in writing
- Ability to communicate effectively and in ways that shape both how others think about issues and the actions they take
- Experience with public speaking, persuasion and advocacy
- Ability to demonstrate grace under pressure
- Self-motivated to work independently when needed with evidence of good problem-solving and decision-making skills

Preferred

- Understanding of and demonstrated commitment to the principles and practices of positive youth development at the program, community, and system level
- Experience working with and mobilizing youth and their families
- Proven leadership, collaboration and coordination skills and experience

EDUCATION AND EXPERIENCE:

Bachelor's Degree (Minimum) or Master's Degree (Preferred) in Public or Nonprofit Administration, Community or Youth Development, Human Services, Public Health, Social Work or related field and 2 years related experience; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Familiarity with the Wake County area is preferred.

STATUS:

This is a 4-year full-time grant-funded position with benefits. Some evening/weekend work may be required. Salary range is between \$45,000-\$55,000 depending on qualifications and experience level.

Please submit completed application, cover letter and resume/CV by Friday, March 25, 2011 to:

Angie Welsh
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Phone 919-463-5044
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