

UNITED WAY OF CENTRAL NEW MEXICO
JOB DESCRIPTION

Job Title: **Community Impact Manager**

Department: **Impact**

Impact

Exempt: **Yes**

Reports to: **Senior Director of Community**

Salary Classification: **Level III**

ORGANIZATION:

Headquartered in Albuquerque, United Way of Central New Mexico (UWCNM) serves the people of five counties: Bernalillo, Sandoval, Santa Fe, Torrance, and Valencia. Its mission is to bring people and resources together to measurably improve lives and strengthen our communities.

UWCNM brings together donors, businesses, nonprofits, government, and others to create better solutions to our community's challenges. Our programs and donor dollars ensure that individuals and families in Central New Mexico have the opportunity to achieve potential through education, that they are healthy and safe, are financially stable and live life with dignity.

UWCNM has a strong commitment to Diversity, Equity and Inclusion and is seeking a Community Impact Manager who will contribute to this cross-functional organizational initiative and uphold the following values:

- We value the visible and invisible qualities that make you who you are.
- We welcome that every person brings a unique perspective and experience to advance our mission and progress our fight for the health, education, and financial stability of every person in every community.
- We believe that each United Way community member, donor, volunteer, advocate, and employee must have equal access to solving community problems.
- We strive to include diversity, equity, and inclusion practices at the center of our daily work.

We commit to using these practices for our business and our communities.

PURPOSE:

In 2017, United Way of Central New Mexico's (UWCNM) Board of Directors approved an Impact Agenda that will guide our work for years to come. The Impact Agenda lays out a cradle-to-career focus with two central priorities for UWCNM: improving family stability and supporting educational attainment.

Under the direction of the Senior Director of Community Impact, this position's primary purpose is to:

- Help support systems change that advances the strategic direction of UWCNM's Cradle to Career Community Impact Agenda
- Manage projects supporting educational attainment and family stability along the cradle to career continuum, including:

Support for Early Childhood initiatives in collaboration with the Director of Collective Impact

- Support for College and Career Readiness (CCR), which includes managing the Choose Your Own Future Challenge, developing and implementing new areas of interest based on research and implementing next steps for CCR work, developing an assessment and implementation guide to the Graduate Profile
- Support for transition from high school to post-secondary and barrier removal in education in collaboration with the Adult Education Manager

- Support for community resilience and family stability initiatives including the Siemer Institute Family Stability Project and financial stability educational opportunities with TaxHelp NM
- Develop and maintain relationships across education and employer sectors and connect local employers to K-12 and Higher Education Institutions
- Collaborate with regional and statewide efforts that support this work

This is a new and dynamic position with responsibility for leading external and internal projects, grants, and initiatives related to increased family stability and student success by using data and community wisdom to guide the work.

ESSENTIAL FUNCTIONS:

- Facilitate existing and new work groups, task forces / regional teams focused on systems change that supports increased family stability and educational improvement that is in alignment to UWCNM's cradle to career community impact agenda
- Develop and cultivate relationships with school districts, institutions of higher education (IHEs), community organizations, employers and foundation partners focused on family stability and educational attainment
- Collaborate with regional and statewide efforts that improve outcomes and reduce disparities in family stability and educational attainment
- Act as primary point of collaboration, providing goal setting, measurements, an equity lens and dissemination of work
- Ensure voices across our target populations are engaged and represented in the creation, evolution, and solution building of this work.
- Use data to continuously improve and implement strategies that intentionally accelerate outcomes
- Participate and represent UWCNM at national conferences and within learning networks to learn, develop and reinforce UWCNM's work
- Conduct presentations that incorporate data, research and initiatives at meetings with key leadership and stakeholders
- Design and lead training, and/or other events to effectively engage constituents around our work
- Manage effective use of resources (primarily time and money) to deliver most impactful results in support of the Impact Agenda
- Work collaboratively within work team and across the organization to coordinate efforts and evolve appropriate processes across all objectives
- Work to support equity across the organization and in the community
- Provide content for grant applications
- Draft progress reports and coordinate preparation of supporting documents
- Manage calendar invitations, complete meeting notes, and draft action items
- Other duties as assigned.

SKILLS & REQUIREMENTS:

- Ability to create strong, trusting relationships with team members and external stakeholders
- Dedicated to seeking equity and track record of aligning to that end
- Exceptional problem-solving skills, including analysis and synthesis of qualitative and quantitative data
- Strong written and verbal communication, presentation, and facilitation skills
- Ability to navigate between independent project work and team collaborative projects
- Talent managing a wide variety of stakeholders at different levels and ability to support interaction between leaders
- Ability to coordinate with individuals from a range of disciplines and backgrounds
- Natural interpersonal dynamic supporting trust and engagement of others

- Desire to continuously incorporate feedback from the team and work with humility, and competing priorities; true team player

REQUIRED QUALIFICATIONS:

- Bachelor's degree in a related field (e.g., education, social sciences, management).
- Five or more years of experience in a related field (e.g., education, nonprofit management) and a record of success in facilitating inter-organizational collaboration.
- Proficiency in Microsoft Office products.
- Must be able to work occasional early mornings, evenings, and weekends to attend a variety of events; flex time is available.
- Must have access to a reliable form of transportation to attend offsite meetings, as needed.
- Must have access to reliable internet when working from home.

PREFERRED QUALIFICATIONS:

- Master's or higher-level degree in a related field (e.g., social sciences, education, management).
- A record of success in building and sustaining cross-sector partnerships.
- Knowledge of and experience applying Results-Based Accountability in education or nonprofit or organizational settings.
- Bilingual, Spanish/English

SALARY RANGE: \$50,000 - \$55,000 annually

EQUIPMENT USED:

Standard PC based office equipment.

PHYSICAL REQUIREMENTS:

Standard office environment, position is primarily an office setting, requiring long periods of sitting at a desk and computer.

Interested applicants should supply a resume and cover letter to applicant@uwcnm.org by Friday, October 22.

United Way of Central New Mexico is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.