

TITLE:	Director of Education Innovation	STATUS:	Full -Time
REPORTS TO:	Vice President Community Impact	FLSA CLASSIFICATION:	Exempt

POSITION SUMMARY:

United Way Quad Cities is the largest nonprofit funder in the Quad Cities, responsible for private investment into programs to improve education, income and health and advance equity. A key component of United Way's business model is developing strategies and focusing actions to improve community conditions.

UWQC's Director of Education Innovation is principally responsible for guiding our Pre-K – 12 education vision and strategies by applying collective impact discipline that advances equity and drives systemic, community level change. The successful Director of Education Innovation will apply a deep understanding of education challenges and opportunities facing the community and identify, recommend and support adoption of key innovations (breakthrough products, processes, technologies, etc.) with the potential to scale impact exponentially in Education areas aligned with UWQC goals. This position also leads our Education Council, serves as the primary convener and relationship manager for UWQC program implementing partners in education and manages quarterly reports and key performance indicators.

The Director will convene stakeholders using relevant data to inform and drive strategy development, make decisions, and drive for results.

ESSENTIAL JOB FUNCTIONS:

Collective Impact

- Lead cross-sector, collaboratives of stakeholders focused on improving outcomes in education.
- Lead development of clear, research-based collaborative action plans; facilitate decision making; ensure collaboration with all stakeholders and continuous quality improvement.
- Develop a framework that identifies data-driven, formative priority issues in education. Lead the Education Council in strategic planning using a collective impact approach.
- Coordinate education impact area investments by executing a strategy that aligns with the UWQC Community Impact Agenda; provide technical assistance to funded partners.
- Work with cross functional teams and the Data & Research Manager to develop reporting strategies to measure progress toward education goals. Develop and maintain key performance indicators for all education initiatives.
- Maintain continuous communication between meetings and among stakeholders.
- Participate on community, state and national organizations whose mission and activities align with the Education Impact Agenda.
- Establish positive working relationships with funded partners and other community organizations, effectively representing UWQC in all communications and leveraging partnerships.
- Work with the Communications and Resource Development departments to create effective strategies to promote the education strategies in the community and with donors.

Funded Partner/Education Investments and Relationship Management

- Manage education program investments, monitoring and partner relationships.

- Oversee education initiatives and/or contractor management of new initiatives.
- Evaluate and articulate risk factors such as staffing, infrastructure, profitability and scalability.

Grant Procurement

- Identify grant opportunities
- Identify local and national research and data on topics related to grant-specific proposals.
- Design program evaluation plans for grant proposals. May include writing narrative, creating logic models, designing measurement tools, and/or identifying appropriate outcomes and indicators to be included in grant proposals.
- Implement developed work plan for received grants and any sub-grantees including data collection method, reporting requirements and serving as a resource to sub-grantees.
- Determine additional resources for assessment, monitoring and evaluation measures.

COMPETENCIES:

Strategic Community Collaboration - Engages diverse stakeholders to accurately and effectively assess community needs and, with credibility, authenticity, and humility, strategically guides United Way to contribute to the community's priorities. Influences and inspires community leaders (e.g., individuals, corporate, government, etc.) to partner with United Way to create and implement programs that serve and add value to the community.

Deep Community Expertise - An expert on community issues and challenges who has thorough knowledge of the data trends, research, and environment and community stakeholders. Proactively works to identify and address complex issues by providing leadership around gathering, interpreting, and using relevant data to inform and drive strategy development, make decisions, and drive for results. Plans, develops, and implements initiatives within impact areas to achieve results that drive collective community outcomes.

Product Development and Implementation - Understands the community and the philanthropic interests of donors and investors. Identifies community strategies to connect with the interests of various investors, and develops solutions and products as investment opportunities to connect donor aspirations with community needs.

Competencies for All Employees:

- Mission-Focused
- Relationship Oriented
- Collaborator -
- Results-Driven
- Brand Steward

Core Values for All Employees:

- **PASSIONATE.** We work with passion and urgency to solve problems and new challenges. We believe our best comes from this energy. We believe anything is possible.
- **EXCELLENCE.** We strive to be our best selves and delivering the best as our partners, benefactors and donors deserve it. We use positivity and gratitude to inspire each other and our community, not guilt.
- **INTEGRITY.** We do what we say we will do with transparency, candor and professionalism, even when it is hard.

- **INNOVATION.** We believe innovation matters in every part of our work. We never give up seeking creative ways to solve tough community problems and to make it easy for our donors to give and make an impact.
- **GRATITUDE.** We are humbly grateful. We are inspired by each other, every donor, every partnership, every volunteer, every advocate and for every opportunity we have to improve lives and our community.

REQUIREMENTS:

Education/Training: Relevant education, focus in education, human services, or community development.

Experience/Other Requirements:

- Strong project management skills and ability to balance complex, multi-faceted initiatives with competing priorities
- Highly entrepreneurial and action-oriented personality
- Experience with the Collective Impact discipline and continuous quality improvement methodologies
- Experience using data to drive collective decision making
- Excellent interpersonal skills and effective oral and written communication that supports the involvement, engagement, ownership and transparency among diverse stakeholders
- Ability to anticipate and recognize hurdles/obstacles and to broker collaborative problem-solving and issue resolution
- Facilitative leadership style and the ability to provide continuous, strategic communication to multiple audiences
- Ability to be flexible and adapt to changes within both the organization and community
- Ability to work effectively in a fast-paced performance management culture
- Attention to detail
- Advanced proficiency with Microsoft Office Suite required
- Ability to work independently and as part of a team
- Thrives in a cross functional and cross-divisional work environment
- Ability to use technology for network facilitation and project management
- Able to thrive in a high-performance culture
- Project management skills and ability to balance competing priorities
- Valid Driver's License, automobile insurance, and reliable transportation required

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. I have read this job description and understand it and have received a copy.

Employee's Signature

Supervisor's Signature

Date

Date

Qualified candidates are invited to apply by submitting a resume and cover letter along with your salary expectations to Amy Daniels at United Way Quad Cities, 852 Middle Rd, Ste 401, Bettendorf, IA 52722 or adaniels@unitedwayqc.org