



Community Impact Program Director - Education

United Way of Buffalo & Erie County is seeking a Community Impact Program Director - Education. This position is responsible for meeting UWBECE program goals in the platform area of Education, through the design and implementation of strategic plans, product and services development, grant acquisition, investments, and initiatives. This is a full-time position reporting to the Chief Program Officer.

Responsibilities:

- Bring people, organizations and resources together to create systemic community change through the development of community goals and a workable operations plan to improve and increase the outcomes and deliverables for the education platform area;
- Managing multiple grant related programs and services, including leading initiatives, monitoring progress, reporting results, and responding to changes needed through data-driven responses;
- Identify opportunities to advance UWBECE's work by developing new products or services; determining required financial resources; and directing efforts to secure and maintain resources through grant writing and other fundraising activities;
- Supervise other staff as assigned in delivering programs in the platform area;
- Lead, grow, and respond to UWBECE coalition initiatives by establishing and monitoring coalition work with partner agencies;
- Work collaboratively with other UWBECE staff and external stakeholders to identify strategies, identify, and track indicators to measure progress, provide information to key stakeholders on a regular basis to achieve organizational goals;
- Support local, state, and national coalition efforts related to the platform area, as well as align local initiatives to strengthen those priorities;
- Actively participate in the Community Impact investment process that includes but is not limited to the development and evaluation of the application, review of the investment application process, determination of funding allocations, site visits, and maintaining communication about updates with the funded agencies;
- Coordinate with the Full Service Community Staff, Impact Directors, Data Analyst, and Chief Program Officer to identify and track key performance indicators that measure population-level change and provide information to key stakeholders on a regular basis;
- Maintain protocols related to program accountability process in platform focus area;
- Engage in follow-up with funded program agency personnel related to reporting in program platform focus area;
- Work with Salesforce Staff and Data Analyst to identify and track indicators to measure population-level change and provide information to key stakeholders on a regular basis;
- Act as a spokesperson for UWBECE on issues related to the platform work;
- Attend mandatory organizational, departmental and committee meetings and training as directed;
- Visibly demonstrate UW Values of service, integrity, collaboration, accountability, agility & equity;
- Support UWBECE's diversity, equity, and inclusion work within the organization and the community;
- Engage in job-related travel to designated meetings, conferences, and events;
- Maintain established departmental policies, procedures, and objectives;
- Perform other duties as requested.

Education, Skills, Knowledge, Experience:

- Master's degree in an education related field OR a Bachelor's degree in an education related field with five or more years of experience in leadership roles and community engagement.
- Instructional coaching or other educational leadership experience is desirable.
- Able to organize and analyze data, summarize and report on the results.
- Ability to partner and collaborate successfully with internal and external team members.
- Strong interpersonal and strong collaborative skills.
- Direct experience in community impact with focus on education, program design, evaluation, and

resource development.

- Direct managerial experience.
- Proven ability to author and successfully manage the program and budget reporting requirements of federal, state, and local grants.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, governmental regulations, and policies.
- Excellent public speaking/presentation and written skills.
- Strong time management and relationship building skills.
- Ability to utilize emotional intelligence to negotiate successful outcomes.
- An understanding of the concepts of institutional and structural racism and bias and their impact on under-resourced and underrepresented communities.
- Ability to solve practical problems.
- Solid computer skills, including experience with customer service management software, Google and Microsoft applications including excel and word.
- Must stay current with job and industry-related technology.
- Travel is primarily within the eight counties of Western New York. Some domestic travel may be required for job training and professional development.

Contact Information: For consideration please email a cover letter and resume to jobs@uwbec.org attention Beth Sullivan, Director of Human Resources.