



## **United Way of Albany County**

### **Position Description: Contracted Director of Collective Impact Coalition**

**Reports to:** Executive Director

**Classification:** Part-Time (33 hours a week), 12 Month Contracted Positions (hybrid, remote, in-person)

#### **General**

The employee will support the United Way of Albany County's Mission, *"United Way fights for the health, education, and financial stability of every person in every community"*.

The United Way of Albany County has been working for one year to create a Collective Impact Program, modeled after the national Collective Impact framework. Our community continues to be influenced by "...complex social issues that prove challenging for any single entity to solve on its own. The collective impact framework is based upon the understanding that no single policy, government entity, or organization can tackle or solve these deeply entrenched social problems alone. Moving beyond a partnership or collaboration, collective impact calls for a longstanding commitment between multiple organizations all working toward a common goal." View more information here.

Albany County is gifted with a variety of successful nonprofit agencies and institutions addressing specific needs within our community. Resources are limited however, and fiscal sustainability is frequently challenged. We believe by working collectively toward common goals we can improve the health of our community more efficiently and effectively.

#### **Purpose of Position**

After 12 months of preparation, we have grown an 18-member coalition, consistently held monthly meetings keeping our coalition engaged and committed while creating committees focused on data collection, coalition recruitment, and development. We have also conducted research on CDC social determinants of health and narrowed the data for a specified focus for Albany County. Finally, we have successfully obtained funding to take the program to the next level. United Way of Albany County's Collective Impact, hopes to hire a new full time Director to accomplish the tasks listed below:

#### **Duties and Responsibilities**

- Work side by side with coalition co-chairs/United Way staff for preparation of agendas, coordination of guest speakers, and oversight of monthly meetings.
- Conduct facilitated strategic planning session to narrow down on specific group focus for creation of annual timeline with monthly deliverables to be reported on at each coalition meeting and ensuring the accomplishment of specified goals by year end.
- Work with consultant (paid or free) to create specified campaigns related to strategic focus for the year. (Example: media campaign, policy campaign, giving campaign etc.)
- Strategize next steps for future Data Collection and Assessment: (paid effort)
  - Oversee data collection/needs assessment processes.
  - Identify funding sources for needs assessment.
  - Coordinate with WYSAC to execute the compilation of all relevant data.
- Coalition and focus group building.

- Continue to grow community collaborations by 50%, through letters of commitment from businesses or non-profits (Currently at 5).
- Identify key stake holders not participating in current coalition or as a collaborative partner.
- Assist the coalition and United Way staff with updating website with collaborative partner logos/names and updated list of coalition members and accomplishments.
- Create and publish content for quarterly newsletter with recruitment piece.
- Continue to update current contact database (Constant Contact) with new coalition members and ensure that United Way staff updates calendar invitations with new member information/invites them to the share drive and that each new member is onboarded with presentation.
- Work with United Way Executive Director and Development Committee to secure funding to continue the program for each additional year through the completion of grant proposals, donor solicitations, and/or foundation support. Also, assist United Way staff with grant reporting requirements if required.
- Continually research and stay educated on the techniques and structure of the collective impact mission and framework. For example, frequently browsing the *Collective Impact Forum* for trainings, webinars, or guides, etc.
- Be a visible representative of UWAC and the Collective Impact Coalition partner agencies/programs and the public.
- Strategically enhance current relationships with individual supporters and community partners

### **Minimum Qualifications**

- High School Degree
- Some professional experience

### **Preferred Requirements**

- Excellent communication skills, verbal and written
- Ability to perform with minimal supervision
- General knowledge of coalition building and project management
- Experience with data management, collection, and assessment
- Ability to manage and understand contracted work position including but not limited to; personal tax responsibility, liability insurance, and LLC permit.
- Experience with design for print and electronic media
  - Proficiency with Microsoft Office tools required
  - Ability to work with diverse constituency
  - Knowledge of community
  - Independent, self-starter
  - Valid driver's license and use of own vehicle (with valid insurance coverage) for agency business

### **Where to Apply**

Please look for our job post on Indeed and Handshake or you may email your resume and cover letter to Evelyn Edson, Executive Director of United Way Albany County

Email: [Evelyn.Edson@UnitedWayAlbanyCounty.org](mailto:Evelyn.Edson@UnitedWayAlbanyCounty.org)