

UNITED WAY OF NORTHERN ARIZONA (UWNA)
1515 E. Cedar Avenue, Suite D-1
Flagstaff, AZ 86004

JOB DESCRIPTION

JOB TITLE: Launch Flagstaff Partnership Director

Position Description:

This is a full-time position based in Flagstaff, Arizona. The partnership director will report to the LAUNCH Flagstaff Leadership Team, but will receive functional guidance and operational support from the UWNA President/CEO or designee. The partnership director will be an employee of the United Way of Northern Arizona.

LAUNCH Flagstaff offers an exciting opportunity for an experienced and motivated leader to serve as the Partnership Director of an innovative community initiative. This person will work with key local leaders from across many sectors of the greater Flagstaff community to guide work, using Strive Together's Collective Impact and Theory of Action Models, towards sustainably improving outcomes for all children from cradle-to-career, along the educational continuum.

The Partnership

LAUNCH Flagstaff (formerly known as The Flagstaff Commission on Excellence in Education) represents community stakeholders throughout the greater Flagstaff region. Its mission is to support cradle to career initiatives, across the educational continuum, to achieve a world-class educational system community-wide. The LAUNCH Flagstaff Partnership operates within a collective impact framework that includes a shared community vision, evidenced-based decision-making, collaborative action networks and a plan for resource development and sustainability.

LAUNCH Flagstaff Goals

- 1) Increase the number of children entering kindergarten ready for school.
- 2) Increase the number of students reading at grade level at the end of third grade.
- 3) Increase the number of 8th grade students performing at grade level in math.
- 4) Increase the number of students graduating from high school within four years.
- 5) Increase the number of students entering college or technical training.

For the next 12 to 24 months, LAUNCH Flagstaff has identified Goals #1 and #5 as the areas of focus.

POSITION RESPONSIBILITIES:

Key Roles:

Leadership

- Provide visionary and dynamic leadership to a high performing team of community volunteers.
- Serve as a strong, neutral and skilled facilitator who can guide the team and partners toward consensus to achieve the shared vision as adopted by LAUNCH Flagstaff.
- Clarify priorities, monitor progress toward meeting goals and facilitate the work of LAUNCH Flagstaff.

Teamwork/Collaboration & Communication

- Build deep relationships with and understand cross-sector partners throughout the greater Flagstaff region who are connected to and enable the success of every child.
- Ensure the community is kept apprised of goals, objectives, priorities, successes and opportunities of the LAUNCH Flagstaff Partnership.

Facilitating Change

- Oversee data collection and model the use of data to guide decision making.
- Possess the ability to address and overcome complex issues to achieve the desired results
- Effectively manage the implementation of new ideas and new ways to reach outcomes.

Planning & Organizing

- Oversee the daily work and operations of LAUNCH Flagstaff.
- Organize the partnership to efficiently and effectively achieve goals and to implement related strategies and activities.
- Coordinate and execute required resource development activities to ensure the continued operations of LAUNCH Flagstaff by securing additional grant and other funding opportunities.

Specific Duties:

Accountability/Results Orientation

Is accountable for the achievement of assigned work projects. Collaborates with others (including volunteers) to establish work project parameters, desired results/outcomes and resource requirements. Keeps team leader(s) informed on work progress and changes in work direction. Takes ownership of work and outcomes achieved, selecting the best work approach.

Decision Making/Risk Taking

Evaluates available information and recommends a course of action. Contributes own assessment of risks and implications of decisions in team decision-making efforts. Uses judgment appropriately in decision-making. Knows when to shift decision making upwards.

Problem Solving

Applies system reasoning concepts and principles to solve team problems. Seeks input and feedback from subject matter experts to identify all possible solutions. Weighs pros and cons of available options to select best course of action. Evaluates options and readily proposes a course of action for the team.

Teamwork Collaboration

Shares pertinent information and keeps team members informed on a regular basis. Ensures that processes, systems and resources are available and directs them properly to enable the team to efficiently accomplish its goals and objectives.

Political Astuteness

Knows key influencers in the Flagstaff community. Interacts with key stakeholders effectively. Communicates potential issues and concerns of LAUNCH and UWNA stakeholders properly and quickly. Works behind the scenes to inform decision-making.

Relationship Management

Utilizes rapport to build trust and collaboration with others. Identifies and shares mutual benefits/needs in working together. Is ethical in dealing with others to achieve the desired results. Interacts and communicates with diverse stakeholders effectively. Fosters and maintains working relationships across the LAUNCH and United Way systems.

Communications

Expresses work issues and problems in a clear and concise manner. Communicates effectively with LAUNCH and United Way stakeholders to achieve expected results. Gives and receives constructive feedback. Seeks direct input on team effectiveness and environment.

Innovation/Creativity

Develops and implements new approaches to accomplish tasks that impact others in and outside of own team. Is able to reasonably "take risks". Assists others in developing new systems, products, processes and procedures. Strives to stay current on new or emerging trends and capitalizes on them.

Required Knowledge, Skills and Abilities:

- Excellent and proven relationship building, organizational and project management skills
- Strong verbal, written and interpersonal communication skills
- Ability to multi-task and prioritize
- Ability to manage budget and financial planning

- Ability to coalesce diverse groups of stakeholders to build consensus and implement strategies to attain the goals of LAUNCH Flagstaff
- Strong analytical and problem solving skills including critical use of outcome data

Minimum Requirements:

This position requires experience that is normally developed through a Bachelor's and/or Master's degree program in education, business, public management and/or like fields of study and a minimum of five years of experience in a leadership role of a small to medium sized organization.

Demonstrates ability to work within a community setting with diverse populations, including community groups, elected officials, businesspersons, professional staff and volunteers.

Other: Valid Arizona driver's license, social security and proof of current automobile insurance.

Employee's Signature: _____

Date: _____

Statements in this Job Description are intended to describe the general nature of work being performed. They are not intended to be a complete list of all responsibilities, duties and skills required for the position.