

## COMMUNITY SCHOOLS SUPPORT MANAGER

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**Department:** Community Impact  
**Reports to:** Senior Vice President of Community Impact

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### **ORGANIZATIONAL OVERVIEW**

United Way of Erie County is a local social impact organization focused on breaking the cycle of poverty in our region.

Our Vision is that the Erie region is a collaborative community of opportunity where ALL students succeed and ALL families thrive.

At United Way of Erie County, we value the differences of ideas, experiences and individuals without regard to race, religion, color, gender, nationality, sexual orientation, physical challenge or age. We believe we are strongest when we are most inclusive.

### **POSITION SUMMARY**

The ***Community Schools Support Manager*** is an organized, outgoing, strategic and results-driven individual. As a member of the Community Impact Department, this person leads the alignment of special programs and initiatives with the Community Schools. This person also acts as a representative of United Way on various committees throughout the Erie County community.

This position reports to the Senior Vice President of Community Impact.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

### **ESSENTIAL FUNCTIONS**

#### **Community Schools**

- Manages the ongoing implementation of special initiatives and partnerships to support the Community Schools including, but not limited to, school readiness, vision support, out of school time programming and attendance.
- Prepares agendas and other materials for meetings with Community School Directors and Community School Partners.
- Attends designated Community School Leadership Team meetings as the Community Impact Department liaison.

- Assists the Senior Director of Community Impact in facilitating meetings with Community School Directors and Community School Partners.
- Drafts and distributes written updates to staff and partners weekly or as needed.
- Writes research briefs and white papers aligned with community school priorities as needed.

### **Resource Development**

- Supports the research and writing of grants in collaboration with the Resource Development Department.

### **Data and Evaluation**

- Coordinates with the Data and Evaluation Managers to ensure appropriate data collection and analysis of United Way initiatives.

### **External Relations**

- Represents United Way of Erie County on various community and professional bodies as necessary, and at United Way and other community events.
- Cultivates, manages and/or maintains positive, productive relationships with board members, volunteers, community and business leaders, investors, stakeholders, vendors, donors and community partners.
- Is visible in the community as a United Way professional.

### **EDUCATION**

- Bachelor's degree in a related field required.
- *Preferred:* Master's degree in any related field.
- Meaningful experience will be considered in lieu of degree(s).

### **EXPERIENCE**

- At least five years' related experience preferred.
- Education-related field preferred.
- Nonprofit experience preferred.
- Professional writing experience preferred.

### **REQUIRED SKILLS**

- Excellent written and verbal communication skills including training and facilitation techniques.
- Demonstrated project management experience.
- Ability to manage multiple projects concurrently and meet deadlines.
- Understands outputs, indicators and outcomes and recognizes the importance of each to our organization, donors and community.
- Proven ability to express human service programs in an outcomes-based format.
- Ability to understand and promote the implementation of the Community School model in various Erie County school districts.
- Proficiency in the use of personal computers.



United Way of Erie County

- Adept at using Microsoft Office products and custom software.
- Ability to analyze and interpret research data.
- Demonstrates leadership ability, active team participation/management and interpersonal skills.
- Ability to work cross-functionally to advance progress toward and achieve goals.
- Ability to establish and maintain strong effective working relationships
- Ability to work under pressure, adapt to change and solve problems.
- Empathy and understanding of those in need or at risk.
- Ability to leave a personal agenda aside for the common good.

### **PHYSICAL REQUIREMENTS**

- Communicates with staff, volunteers and clients
- Positions self to use office equipment
- Access to reliable transportation

### **WORK ENVIRONMENT**

- Primarily works in climate-controlled office-based setting.
- Position may require worker to commute to offsite locations to complete business.
- Position is permitted to work remotely up to two days per week with approval from supervisor.