UNITED WAY of ERIE COUNTY

Director of Education

Department: Community Building
Reports to: Vice President, Community Impact

POSITION SUMMARY

The Director of Education reports directly to the Vice President, Community Impact and is an integral part of the team that leads United Way of Erie County’s (United Way) efforts to achieve our long-term community goal of increasing the number of individuals and families living self-sufficiently. United Way focuses on student success from birth and family stability to achieve improved community conditions to support increased self-sufficiency.

Under the general direction of the Vice President, Community Impact, the Director of Education is responsible for providing leadership and support for United Way’s county-wide community school and Campaign for Grade-Level Reading (GLR) initiatives. These two initiatives are key components to aligning existing and new resources around student success through a two-generation approach; that is, addressing the needs of the students and their families to achieve improved academic success.

The Director of Education will help guide United Way’s work in civic engagement and coalition building, program development and advocacy efforts related to systemically improving educational outcomes for low-income students and those of diverse backgrounds. They will follow the collective impact approach in both the community schools and GLR initiatives, where United Way serves as the backbone organization.

This person understands that United Way’s mission is community-centric, leveraging collective impact in its key initiatives. They are one of the primary links to community partners, working closely with a diverse group of organizations and individuals. They will lead special projects as directed by the Vice President, Community Impact.

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

ESSENTIAL FUNCTIONS

Community School Initiative

• Serve as key contact for assigned LIVE UNITED schools, which are designated through a ranking process to create a pipe-line for future community schools
• Serves as part of the LIVE UNITED schools leadership teams, working to create strategic approach to aligning resources around student success
• Represents United Way as the backbone organization, assuring that the planning process, management and implementation follows the collective impact parameters
• Ensures that strong and clear communications protocols are followed with fidelity at all levels within the LIVE UNITED schools initiative
• Actively supports LIVE UNITED schools moving to the community schools model as resources permit
• Support established community schools as needed under guidance of Vice President, Community Impact

Campaign for Grade-Level Reading
• Serves as the staff lead for the county-wide Campaign for Grade-Level Reading (GLR) initiative to improve end of 3rd grade reading indicators
• Leads implementation of Erie County’s Community Solution Action Plan (CSAP), which provides the framework for the GLR initiative in our community
• Participates as part of the GLR Leadership Team that includes multiple partners; schedules and coordinates Leadership Team meetings and communications
• Leads in the coordination and support of the GLR three subcommittees: School Readiness, School Attendance and Summer Learning
• Serves as the main liaison to the GLR technical assistance representative
• Keeps informed on best practices used throughout the national GLR work and leads integration into the CSAP where appropriate to Erie County’s efforts
• Researches potential public policy positions around GLR, making recommendations to staff and Community Impact Committee as appropriate

Community Investment Process
• Works closely with the Vice President, Community Impact to assure programs and initiatives are aligned with United Way’s strategic plan
• Ensures that there is diverse participation and effective deliberation around United Way’s initiatives and programs
• Supports United Way’s Community Impact Committee, providing information and input around the LIVE UNITED schools and GLR
• Identify additional resources needed when appropriate around United Way’s work
• Partner with Marketing & Communications and Resource Development staff to effectively and clearly communicate the value and impact of United Way’s work to internal and external stakeholders

External Relations
• Represents United Way on various community and professional bodies as necessary, and at United Way and other community events
• Cultivates, manages and 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

REQUIRED EDUCATION
• Bachelor’s degree in relevant discipline is required; graduate degree in relevant field preferred
REQUIRED EXPERIENCE

- Minimum of 5-7 years related experience
- Strong project management experience

REQUIRED SKILLS and KNOWLEDGE

- Exceptional ability to develop, lead and participate in teams
- Proven ability to work in a participative and collaborative manner, to interact well with a diverse range of people, and to constructively give and receive feedback
- Exceptional analytical, organizational and time-management skills
- Strong communication skills, both written and oral, with ability to draft and complete reports and give presentations
- Ability to research and use statistical data
- Ability to analyze data and present in layman’s terms
- Demonstrated ability to identify, measure and report upon quantitative and qualitative results
- Experience working with diverse teams, both internal and external
- Ability to start and manage multiple projects concurrently
- Empathy and understanding of those in needs, especially from low-income areas
- Adept at using Microsoft Office products and custom software

DESIRED SKILLS and KNOWLEDGE

- Knowledge and experience in the field of early childhood education, particularly related to literacy
- Knowledge of the health and human service sector as partners in the development of family and child early education support and development
- Knowledge and experience with issue and results based frameworks
- Strong relationship management, convening and community building skills

PHYSICAL REQUIREMENTS

- Worker has the ability to lift/move items of minimal weights
- Worker must frequently talk, hear and use typical office equipment
- Worker sits at a desk using a keyboard frequently; routinely required to walk and travel by car

WORK ENVIRONMENT

- Primarily works in an office-based setting
- Position requires worker to travel to various offsite locations to complete business