

Advancing the Common Good: Creating Opportunities for a Better Life for All

Everyone deserves opportunities to achieve a quality education that leads to a stable job, family-sustaining income through all of life's stages, good health and a safe home.

That's why United Way focuses on the building blocks for a good quality of life:

- Education – Helping Children and Youth Achieve Their Potential
- Income – Promoting Financial Stability and Independence
- Health – Improving People's Health and Safety

Together, we are taking action that makes a real difference today, while creating long-term solutions and measurable results. We invite you to be part of the change. You can give, you can advocate and you can volunteer. That's what it means to Live United.

United Way of Greater Milwaukee (UWGM) has a unique opportunity for a Portfolio Manager – Education! This position will be responsible to promote strategies that positively impact educational outcomes by convening community partners to move forward strategic goals, conducting research and evaluating outcomes, and leading systems change efforts to scale solutions. Will work closely with key stakeholders across the region, including public, private, and nonprofit sector leaders. This team member will serve as the principal UWGM representative to the Milwaukee Succeeds Initiative. Will also help guide the strategy and implementation around grant-making and community engagement in the area of Education, particularly in the areas of early childhood education and literacy.

Essential Duties and Responsibilities:

MANAGE EDUCATION STRATEGIES AND INITIATIVES

- Work with Vice President, Community Impact (VPCI) in developing an allocation plan that includes achievement of measurable results and alignment with community visions and impact areas/strategies.
- Represent United Way of Greater Milwaukee within the Milwaukee Succeeds Initiative. Committee responsibilities include Operations and early reading/literacy work groups.
- Prepare evaluation reports on funding proposals through review of goals, objectives, budgets, and outcomes using site visits, staff interviews, and volunteer committee study.
- Ensure allocations processes for existing programs and develop new community partners in under-funded areas.
- Develop funding priorities within Education Strategies to maximize potential for community impact.
- Analyze program outcomes against Community Impact Area indicators and logic models.
- Prepare and implement strategic and technical plans for the investment of funds in Education Strategies and Initiatives.
- Research needs, resources, gaps in services through collaboration with volunteers and agency advisory groups to develop solutions to community problems in identified strategies.
- Build effective relationships with county government, agencies, and other organizations in Greater Milwaukee.
- Design, develop, coordinate and implement regular Community Learning Opportunities that pertain to United Way's community impact and outcomes.
- Design, develop, coordinate and implement yearly technical assistance trainings for Agency Year End Report writing.
- Research/Best Practices: Maintain ongoing expertise in the areas of education policy and systems change, paying particular attention to best practices in literacy, school transitions, attendance, school health status, and high school graduation. Conduct research to ensure Early Education portfolio remains current with best practices and approaches in child development and early learning. Assist in strategic planning, implementation, and convenings around key UWGM research and policy briefs.
- Other duties as assigned.

PARTNERSHIP DEVELOPMENT and MANAGEMENT ASSISTANCE

- Identify opportunities for, and encourage agency collaboration and partnerships to improve outcomes.
- Provide direct assistance to agency staff and volunteers to implement United Way's expectations and policies for service-delivery and administration, including technical assistance with preparation of proposals, modifications or redirections of program design, outcomes reporting, communicating/implementing corrective action; providing letters of support, responding to questions, addressing appeals and other concerns; attending meetings, writing correspondence, etc
- Act as United Way liaison and develop training and consultative relationships with community agencies, public and private human-service funders, and foundations related to Education Strategies.
- Directly support the annual campaign through campaign presentations, training and providing outcome/impact examples.

QUALIFICATIONS

EDUCATION and/or EXPERIENCE

- Master's Degree in Education or other related graduate degree required.
- 4-6 years of increasing responsibility in related fields such as early childhood development, education, social services.
- Extensive knowledge of early childhood and early education issues preferred. Background in using outcomes in program development, operation, or evaluation. Program management experience including planning, administration and implementation.

OTHER SKILLS

- Evidence of ability to develop collaborative efforts.
- Demonstrated success in problem anticipation and resolution.
- Ability to...
 - work well independently and within a team including staff and volunteers; interpersonal skills and coaching techniques.
 - present ideas and proposals in clear, concise, motivational manner, both in writing and verbally.
 - recommend and implement policy/procedural changes and recordkeeping skills.
- Understanding of community needs and strategies to promote community impact.

TO APPLY:

For further job criteria and complete details, click on: www.milwaukeejobs.com/jobs.asp?pagemode=15&jid=2597382.

Candidates meeting or exceeding job requirements are asked to apply directly at this web address.

Please indicate salary requirements.