

ROLE DESCRIPTION

Position Title: LEAD and Colorado Springs Promise Coordinator	
Reports to: Community Impact Director	
Salary: \$40,000 - \$45,000 depending on experience	
Location: Pikes Peak United Way - Main Office	Division: Community Impact
Classification: Full Time, non-exempt	Supervises: N/A
Closing Date: November 26, 2021	
<p>General Functions: The LEAD and Colorado Springs Promise Coordinator will have complete oversight of Project LEAD – Leadership Effectiveness and Diversity which is aimed to help eliminate the systemic and social barriers surrounding the education, economic and healthcare systems that people of color experience in our communities by empowering individuals in these communities and encouraging their engagement while also advocating for policy and system changes. The Coordinator will also develop and implement Colorado Springs Promise programming, working with students and families in HSD2. Under the direction of the Director of Community Impact, this position will assist in growing, building and sustaining partnerships with community organizations and resources that maximize the ability of Pikes Peak United Way to achieve its strategic and implementation goals.</p>	

PIKES PEAK UNITED WAY MISSION STATEMENT: To enhance youth success and family stability in the Pikes Peak Region by leading and lifting the most vulnerable in our community with mentorship, life resources and real job opportunities. Our signature programs and partner agencies intently focus on connecting youth and their families to resources at the beginning of their life journey to ensure access to fundamental needs of food, shelter and learning resources for all. #strongertogether

ESSENTIAL FUNCTIONS

- Evaluate, update and execute the LEAD 11-week program where participants learn the basic responsibilities of nonprofit boards, understand what is expected of individual board members, broaden their professional networks and influence decisions impacting their community.
- Provide program oversight and direction to Pikes Peak United Way LEAD Program.
- Supervise the implementation of the training and education program, which will prepare community members for leadership roles on nonprofit boards.
- Facilitate the program’s goal of introducing each participant to a nonprofit board within six months of completion.
- Oversee LEAD additional component focused on high school students where graduates of the LEAD program will visit high schools to speak with students about diversity and inclusion and how to effectively use their voice for self and other advocacy.
- Oversee the data governance efforts post-LEAD. Work with the evaluation team to develop relevant and meaningful performance measures and track output and outcome data to measure success LEAD program impact.
- Work in coordination with the Resource Development team to determine fundraising opportunities and collaborate with grant writer as needed.
- Continually develop and improve strategies for serving youth who are at high risk for homelessness or are experiencing economic hardship and those who were formerly in the child welfare system, and their children, when applicable.
- Work with the Marketing and Communications team on LEAD collateral, reporting, impact stories, etc. distributed in the community. Provide support and content area expertise on all public relations efforts regarding LEAD programming and youth participants served.

- Help represent Pikes Peak United Way on community-wide committees and functions related to DEI initiatives.
- Help facilitate PPUW collaboration efforts with community-based development partners, funders, policy makers, service providers, nonprofit organizations, local and state government/education agencies, the corporate sector and other key community stakeholders in the development and implementation of the LEAD program.
- In support of the Colorado Springs Promise Program, identify and pursue grant funding, and when awarded, implement grand-funded activities to enhance initiatives for youth. Alongside the grant writer, investigate funding opportunities and assist with preparing proposals to funding organizations and local partners. Work in coordination with the RD team to determine fundraising opportunities.
- Plan, coordinate and execute CSP programs, to include family dinners, career readiness activities and food distributions.
- Develop and manage collaborative relationships and meetings with youth and family-serving partners that advance the goals and objectives of CSP.
- Continually develop and improve strategies for serving youth who are at high risk for homelessness or are experiencing economic hardship and those who were formerly in the child welfare system.
- Help facilitate PPUW collaboration efforts with community-based youth development partners, funders, policy makers, service providers, nonprofit organizations, local and state government/education agencies, the corporate sector and other key community stakeholders in the development and implementation of the CSP program.

ADDITIONAL RESPONSIBILITIES:

- Coordinates and manages direction of Productive Dialogue sessions and steering committee.
- Maintains security and confidentiality of all division documents and files.
- Maintains a positive image of Pikes Peak United Way.
- Maintain professional relationships with PPUW staff, county personnel, youth, families and service providers.
- Is professionally supportive of all Pikes Peak United Way policies, procedures, functions, departments, divisions, managers and employees
- Provides support to other department and corporate priorities, as needed, e.g. strategic plan, annual budget, special initiatives, etc.
- Develops and maintains strong working relationships with other departments.

JOB QUALIFICATIONS:

- Bachelor's degree with comparable experience and skills is required.
- 1 - 2 years of experience in the nonprofit or government sector.
- 1 year of supervisory experience.
- Crisis Intervention principles and practices.
- Understanding of the impact of childhood trauma on development.
- Case management principles, procedures and practices.
- Ability to negotiate and resolve conflicts.
- Good oral communication and writing skills, including presentations, public speaking, written reports and other documents.
- Good organizational skills and an ability to prioritize multiple tasks.
- General knowledge of event planning.
- Demonstrated experience working with Microsoft Office.

CORE COMPETENCIES for ALL UNITED WAY PROFESSIONALS:

- **Mission Focused** – top priority is to create real social change that leads to better lives and healthier communities.
- **Relationship Oriented** – understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator** – understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven** – dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward** – understands his/her role in growing and protecting the reputation and results of the greater network.

ENVIRONMENTAL FACTORS:

Business office environment; professional dress/attire expected. Physical demands of the position include the ability to talk and hear, prolonged sitting and/or standing, occasional lifting up to 50 pounds and regular use of computer and telephone. The position involves frequent and routine public contact and occasional travel to outside meetings and events. Reliable transportation, valid driver's license and verifiable automobile insurance are required. Occasional evening and weekend hours are expected.

This posting is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the position.

Pikes Peak United Way is dedicated to the principles of equal employment opportunity. It is the policy of Pikes Peak United Way to staff positions with the best-qualified people regardless of age, race, sex, color, religion, national origin, disability, genetic information or any other applicable status protected by federal, state or local law.

Please submit cover letter and resumes to miriam@ppunitedway.org.