



POSITION DESCRIPTION LOCAL COLLABORATION COORDINATOR/ EARLY CHILDHOOD

About United Way of Missoula County:

OUR MISSION

United Way of Missoula County builds a better community for all, especially in the areas of education, financial stability, and health.

We collaborate with diverse community partners to identify important social issues and bring together resources to address them.

We give donors a trusted way to support critical services for people in need, and we make sure that donations are invested wisely and well.

For nearly 90 years, United Way of Missoula County (UWMC) has served as one of the county's leading health and human service organizations.

Our mission is to harness the caring power of community to improve conditions in education, income, and health – the building blocks of a good life. Our United Way serves as a convener, leader, collaborator, champion and/or creator of broad, community-wide initiatives that find, implement, and evaluate solutions to pressing challenges in the areas of education, financial stability, and health. In partnership with the business, philanthropic, faith, nonprofit, educational, and medical communities, and the public sector, United Way programs and initiatives are working to decrease childhood obesity, reduce suicide, start children on the path to lifelong learning, improve health equity, end homelessness, and improve outcomes for children 0-5. A complete list of programs may be found at www.MissoulaUnitedWay.org.

United Way of Missoula County raises approximately one million dollars in private sources annually. Although funds raised in Missoula are granted locally, and we operate with substantial autonomy, UWMC is one of 1,800 community-based affiliates of United Way Worldwide, the nation's largest privately supported nonprofit organization. With collective revenues of more than \$4 billion, and a substantive presence in 45 countries, United Way Worldwide sets rigorous membership criteria and aspirational standards of excellence for its local affiliates. United Way Worldwide also provides its members with access to significant funds, training and networking opportunities, and award-winning branded materials and programs. Annually, all United Ways certify their adherence to high standards and comprehensive requirements in the areas of financial reporting, governance, ethics, diversity, and operations.

At UWMC, we hold ourselves accountable to these criteria and standards through our steadfast commitment to continually measure – in real terms – improvements in education, financial

stability, and health. In partnership with diverse partners throughout our community, we continually aspire to excellence as we work to build a better, stronger, healthier Missoula for all.

About the 0-5 Strategic Initiative: UWMC, in partnership with Headwaters Foundation, is working to improve early childhood outcomes in Missoula. This multi-year initiative will engage local communities throughout western Montana, as well as statewide, in advancing early childhood outcomes in three areas: healthy pregnancies, positive parenting and school readiness. The 0-5 Strategic Initiative consists of support for local collaboratives, a state program office and policy/strategic communications.

Overview of Role: The Local Collaboration Coordinator (LCC) is a full-time, salaried position with benefits. The position will play a critical role in the development and implementation of the local collaboration's work plan. Working in close coordination with UWMC, the local early childhood collaboration leadership and workgroups, and with other local community coordinators in the region, the LCC will be responsible for ensuring the initiative advances by keeping all parties organized and moving forward.

Organizational Relationships:

Reports to: United Way of Missoula County CEO

Supervises: N/A at this time

Collaborates with: All staff, especially UWMC's manager of community impact and initiatives; local early childhood collaboration leadership and workgroups; other local community coordinators in the region, state program office and Headwaters and other funders, as needed.

Essential Functions:

The following are the key duties of this position. These are not to be construed as exclusive or all-inclusive. Other duties will develop as the initiative evolves.

- Collaborate to lead successful design team, steering committee, working group efforts
- Provide staff support to assigned working groups
- Help establish and model clear expectations and desired outcomes with partners/team members through the development and operation of working groups
- Ensure regular communication occurs between collaborative, community members and the initiative regarding the effort
- Continuously champion goals and maintain relationships with partners, stakeholders and community members to advance the success of the collaborative
- Serve as primary point of contact with state program office; help to identify and coordinate research, policy, data and other needs on behalf of the collaborative
- Follow policy and processes to maintain established budgets, timelines and other internal systems to track and monitor progress to ensure success
- Maintain professional development and seek out innovations in the industry to bring best practices to the collaborative and to the Initiative

Qualifications:

- Bachelor's degree or a minimum of five years equivalent experience in Public Health, Health Policy, Social Work, Human Services, Early Childhood Development or a related field

- Three to five years of progressively responsible experience related to the duties of this position
- Understanding of community organizing, project management, strategic planning, communications and/or organizational/systems dynamics
- Efficient, high-capacity self-starter who thrives in a fast-paced work environment
- Outstanding interpersonal skills. Ability to quickly establish trust and rapport with professional and community stakeholders; comfort addressing politically sensitive health and policy questions with tact and poise; demonstrated talent for forming and leading partnerships between diverse stakeholders working toward a common goal
- Outstanding communication skills. Comfortable with public speaking and public presentations, comfortable working with local community collaborations
- Ability to travel regularly to local communities for meetings, trainings and workshops.
- Ability to collaborate and contribute to a close knit, supportive team environment, and work with people and organizations of diverse backgrounds, experiences and cultures

Working Relationships: UWMC employees are expected to maintain a professional appearance and to foster a positive work atmosphere through communication and behaving in a manner that is courteous and respectful at all times to staff, volunteers, donors, et al.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to walk, sit, bend, stoop, use hands to finger, handle or feel objects, papers and related office machines; reach with the hands and arms; talk; and hear. The employee must be able to lift and/or move up to 20 pounds on a regular basis. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus. Must be able to work extended hours when required or requested by management. Must be capable of regular, reliable, and timely attendance.

Working Conditions:

The work environment consists of working primarily indoors, working with and around others. The noise level in the work environment is usually moderate. Employee must possess a valid driver's license and be able to drive regularly within western Montana.

Compensation

Mid \$40s with benefits that include employer-paid health insurance premium; generous paid leave; eligibility for employer-matched retirement plan after 1 year; paid time off for volunteering.

To apply: <https://unitedwaymissoula.submittable.com/submit/9e2146b4-a68c-4d8d-a560-791cbf57d071/local-collaboration-coordinator-early-childhood>. This position is open until filled.