



Job Title: Rising Together Executive Director

Reports to: Chief Impact Officer

Status: Salaried, Exempt, Full-Time

Department: Impact

Classification: Level IV

Location: Albuquerque

ORGANIZATION:

Headquartered in Albuquerque, United Way of North Central New Mexico (UWNCNM) serves the people of five counties: Bernalillo, Sandoval, Santa Fe, Tarrant and Valencia. Our mission is connecting people to opportunities and services to equitably improve lives and strengthen communities.

UWNCNM brings together donors, businesses, nonprofits, government and others to create better solutions to our community's challenges. Our programs and donor dollars ensure that individuals and families in north central New Mexico have the opportunity to achieve potential through education, that they are healthy and safe, are financially stable and live life with dignity.

In addition, UWNCNM has a strong commitment to Diversity, Equity and Inclusion and upholds the following values:

- We value the visible and invisible qualities that make you who you are.
- We welcome that every person brings a unique perspective and experience to advance our mission and progress our fight for the health, education and financial stability of every person in every community.
- We believe that each United Way community member, donor, volunteer, advocate and employee must have equal access to solving community problems.
- We include diversity, equity and inclusion practices at the center of our daily work.

We commit to using these practices for our business and our communities.

PURPOSE:

Community Impact focuses on the cradle-to-career continuum with two central priorities: supporting education initiatives that improve school attendance, high school graduation rates, family stability and youth development outcomes. Under the direction of the Chief Impact Officer (CIO), the Rising Together Executive Director's primary responsibility is to support the development and growth of Rising Together's strategies, with a strong focus on collaborative, systemic change projects. To that end, the Rising Together ED will develop and execute an action plan with well-defined results and deliverables for each strategy; convene partners with a role to play in supporting the work; cultivate and nurture new relationships with community partners who are essential to achieving our goal; oversee the day-to-day operations of Rising Together, including management and support of assigned staff; helping identify new sources of grant revenue from local and national sources; and, in partnership with the CIO, provide staff support and regular reports to the Vision Council.



The Rising Together ED will oversee a talented and dynamic team of employees, while serving as a member of UWNCNM's Community Impact Leadership Team. Under the leadership of the CIO, this team will coordinate activities across Rising Together, Community Investments, Community Outreach & Partnerships and the other UWNCNM programs to advance the organization's Impact mission.

ESSENTIAL FUNCTIONS:

Leadership & Operational Management

- Provide overall leadership and management of assigned Rising Together initiatives to achieve their stated goals.
- Provide staff support for the Vision Council. Cultivate relationships with Vision Council leadership and members that lead to their deeper involvement with UWNCNM collective impact work of Rising Together with a current focus on College and Career Readiness.
- Plan, coordinate and oversee the daily operation of assigned Rising Together initiatives by outlining clear work plans with staff and volunteers that directly align work to the desired goals of the initiative.
- Provide input into the development of funding proposals and grant reports.
- As a member of UWNCNM's Impact Leadership Team, ensure that the work of the initiatives align with the stated goals of UWNCNM and coordinate activities with other Impact staff and initiatives to ensure success.

Project Management & Continuous Quality Improvement

- Develop and monitor long-range goals, objectives, strategies, action plans and performance measures.
- Develop and maintain key performance indicators (KPIs) for Rising Together including performance measures, collecting data, producing data briefs and presenting findings with project teams to inform next steps.
- Support Rising Together staff to ensure that KPIs are updated quarterly, revised as needed and reported to UWNCNM leadership.
- Monitor progress of the Impact Data Agreement with UNM to ensure all deliverables are met.
- Oversee collection of data and impact stories for annual Impact Report.
- Serve as main contact for Strive Together and oversee completion of annual Strive Together Assessment.

Community Engagement

- Develop and cultivate relationships with community stakeholders, including local nonprofit agencies, governmental leaders, business owners, parents, youth and other family members with a role to play in advancing our strategies.
- Develop and implement a community engagement plan, including recommendations for staffing, to extend and deepen UWNCNM's reach into all five counties of its service area.
- Supervise the Rising Together Manager's support of the impact work of the CCR Coalition, ensuring that outcomes and expansion of the work is achieved.



Other Duties:

- Contributes to the organizational shared goal of raising funds to support the mission and initiatives.
- Performs and completes other duties and special projects as assigned.

Supervision of Direct Reports:

- Effectively manages, engages and empowers a team to achieve results and drive business continuity.
- Provide a consultative approach to problem solving.
- Reviews, corrects, and approves timecards, expense reports, and other organizational documentation assuring they are completed by their due date.
- Coordinates, manages, and schedules direct reports.
- Assigns and supervises the daily work of assigned Rising Together staff.
- Participates in interviewing, hiring and separation process.
- Evaluates performance and provides regular and consistent constructive feedback.
- Trains newly hired direct reports and existing direct reports and participates in continuing development of staff.

CORE COMPETENCIES:

- Knowledge of college/career readiness and work-based learning programs.
- Self-starter, flexible and responsive to emerging needs, highly motivated and happy to work with minimal supervision.
- Strong interpersonal skills, focusing on engendering trust, building relationships and resolving conflict, both within UWNCNM and in the community at large.
- Knowledge of continuous quality improvement processes and methodology.
- Supervisory skills.
- Group facilitation skills.
- Strong leadership skills, including the ability to provide adaptive solutions to complex social challenges.
- Effective written and oral communication skills.
- Effective project management skills, including the ability to develop clear project plans and timelines, communicate with project partners and stakeholders, and monitor progress to meet agreed deadlines.
- Technology proficient, especially in designing and producing work products and plans and utilizing data systems to track population-level indicators and performance measures.
- Ability to work effectively as part of a team with a diverse group of individuals.
- Ability to provide high-quality customer service and to build and maintain collaborative and productive working relationships with a wide array of UWNCNM partners.

REQUIRED QUALIFICATIONS:



- Bachelor's degree in a related field (e.g., public health, social sciences, family services, case management, nonprofit management, etc.).
- Five or more years of experience in a related field and a record of success in facilitating inter-organizational collaboration and community engagement.
- Three or more years of experience supervising staff and leading teams.
- Experience working directly with families or with programs that provide support to families.
- Proficiency in all Microsoft Office products.

PREFERRED QUALIFICATIONS:

- Master's or higher-level degree in a related field.
- A record of success in starting up a new initiative, program, or organization and growing it to maturity.
- Knowledge of and experience developing key performance indicators and applying results-based accountability in nonprofit or organizational settings.

EQUIPMENT USED:

- PC and standard office equipment (telephone, computer, copy machine, printer, scanner, fax machine).
- Microsoft Office Suite, Outlook, Videoconferencing platforms (Zoom, Microsoft Teams), Internet, and web browsers.

PHYSICAL REQUIREMENTS:

United Way of North Central New Mexico is a hybrid workplace, with a schedule combining work from home on Mondays, Wednesdays and Fridays, with in-person office attendance within United Way of North Central New Mexico's office building required on Tuesdays and Thursdays. Due to business needs, you may occasionally be required to work in office on days other than Tuesdays and Thursdays. Additionally, the hybrid work schedule is subject to change to 100% in office work at any time. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Position requires long periods of sitting at a desk and computer to accomplish duties and to stand for limited periods of time.
- Regular attendance is required in this position.
- Must be able to operate a personal computer at an acceptable rate of speed.
- Must have access to reliable internet when working from home.
- Must be able to view computer monitors.
- Must be able to work occasional early mornings, evenings and weekends including but not limited to attending a variety of meetings and events.
- Must have the flexibility to adapt schedule to meet evolving business needs as necessary.
- Must possess a valid New Mexico driver's license and have access to a dependable motor vehicle with insurance to use to attend offsite events, meetings, and other work activities.
- Must be able to commute to the United Way of North Central New Mexico office building on designated in office days.



United Way of North
Central New Mexico

United Way of North Central New Mexico (UWNCNM) Rising Together Executive Director Job Description

Revised: June 2024

- May be required to lift and/or move up to 20 pounds unassisted and occasionally lift and/or move up to 40 pounds with assistance.
- Must be able to perform the essential functions of the job with reasonable accommodation.

LOCATION: Must be a New Mexico resident and able to commute to the UWNCNM office building on designated in office days: Tuesdays and Thursdays.

SALARY: \$75,000 - \$85,000 salary per year, DOE, salaried, exempt, minimum 32 hours per week FTE (Full Time Employee).

BENEFITS: Full-time employees (FTE) are eligible for health, dental, life and long-term disability insurance, a retirement plan, flexible spending account and voluntary insurance programs. We offer a tuition reimbursement plan, volunteer time off, and generous leave time. Part-time employees may be eligible for some of these benefits.

UWNCNM supports the Americans with Disabilities Act (ADA). Please tell us if you need accommodation to perform the job's essential functions. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

United Way of North Central New Mexico is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. We welcome applicants with disabilities and applicants from underrepresented racial and ethnic groups.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. This job description is meant only to be a guideline and may be modified at any time. UWNCNM is an At-will Employer. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

HOW TO APPLY:

Interested applicants, or if you have additional questions, must submit a resume and cover letter to applicant@uwncnm.org by July 8, 2024.