
Job Title: Collective Impact Coordinator
Reports to: Rising Together Executive Director
Location: Albuquerque, NM

Department: Community Impact
Classification: Level II
Status: Full-time, salary, exempt

Organization

Headquartered in Albuquerque, United Way of North Central New Mexico (UWNCNM) serves the people of five counties: Bernalillo, Sandoval, Santa Fe, Torrance 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.

Position Summary

The Collective Impact Coordinator is a dynamic, self-motivated, passionate individual that drives and develops education-based initiatives that support long-term student success. This role will support the Rising Together Executive Director with UWNCNM's collective impact programming including the Academies of Albuquerque (a career academies initiative in partnership with Albuquerque Public Schools) and other programs that address the root causes of issues UWNCNM intends to affect, resulting in strategies that lead to systems change.

This individual works collaboratively across departments and with external partners, including school districts, community stakeholders and our internal data science team to design and implement system-level solutions in education.

Key Responsibilities

- Program Leadership: Co-lead development and implementation of the Academies of Albuquerque and related efforts, including timelines, partnership development and success metrics.
- Data-Driven Strategy: Collaborate with the data science team to uncover insights and contribute to the creation of compelling, actionable white papers on root causes of the issues UWNCNM seeks to address.
- Community Engagement: Build strong relationships with educators, school leaders, nonprofit partners and families to ensure initiatives are aligned with real needs and lived experiences.
- Innovation & Adaptability: Regularly assess programs and be prepared to pivot or evolve strategy based on emerging data, feedback and system-level shifts.
- Communication & Reporting: Create engaging content, presentations and updates for internal and external stakeholders, clearly communicating the impact and direction of these initiatives.
- Cross-Team Collaboration: Work closely with other UWNCNM staff in policy, grants and fund raising to align education initiatives with organizational strategy.
- Provide timely updates and appropriate reporting to Director in order to ensure successful program delivery.
- Attend (physical presence) staff meetings, trainings and other meetings as required or assigned.
- Performs and completes other duties, initiatives and special projects as assigned.

Minimum Requirements - Skills, Abilities, Knowledge, Education and Experience

- Bachelor's degree required
- 3 + years experience is preferred in education, public administration, or related field.
- 3+ years of experience in program development, education systems, or nonprofit leadership.
- Background in education, public policy, youth development, or related fields a plus.
- Experience with program development, research, or data interpretation preferred.
- Familiarity with K-12 systems, especially middle school and/or career pathways.
- Proficiency with basic data analysis and strong writing skills.
- Strong communicator who can translate complex ideas into clear, compelling stories.
- Excellent communication and interpersonal skills: Proficient in both oral and written communication with the ability to effectively interact with individuals at all levels.
- Deep passion for equity in education and belief in the power of systems change.
- Self-Motivated and team-oriented, able to work independently or as part of a team with minimal supervision. Motivated and enthusiastic with a positive attitude towards collaborative work.
- Highly organized with the adaptability and flexibility to respond to and meet emerging or changing needs and unexpected requests.
- Effective time management skills with the ability to prioritize tasks and meet deadlines.
- Creative, strategic thinker who is also comfortable implementing and adjusting plans.
- Contribute to the organizational shared goal of raising funds to support the mission and initiatives.
- Demonstrate a solid ethical framework, exhibiting integrity, accountability, and a strong work ethic that aligns with the organization's values of integrity and trust.
- Proficient in internet navigation and online research using modern web browsers to gather, verify, and utilize information effectively for job-related tasks

- Demonstrate a comprehensive understanding and practical experience with AI, including data analysis, AI driven decision making, and the application of AI tools to enhance operational efficiency and innovation
- Proficiency with technology including multiple videoconferencing software platforms (Microsoft Teams, Zoom, etc.), Microsoft Office Suite including Word, Outlook, Excel and PowerPoint, and basic computer literacy.

Salary Range: \$50,000 to \$60,000 salary per year based on experience, 32 hours per week FTE (Full Time Employee)

Benefits: Full-time employees (FTE) are eligible for health, dental, vision, life, and long-term disability insurance, a 403b retirement plan, flexible spending account, EAP, voluntary insurance programs, tuition reimbursement, volunteer time off, and generous leave time. Part-time employees may be eligible for some of these benefits.

Physical Requirements, Work Conditions, and Dexterity

United Way of North Central New Mexico is a hybrid workplace. For this position, the schedule combines work from home on Mondays, Wednesdays and Fridays with in-person office attendance within UWNCNM's office building is required on Tuesdays and Thursdays. Due to business needs, you may occasionally be required to work in-office on days other than specified. 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 is primarily in a standard office environment and 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 be able to view computer monitors.
- Must have access to reliable internet when working from home.
- Must be able to work occasional early mornings, evenings and weekends including but not limited to attending a variety of meetings and events at UWNCNM and in the community.
- 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 daily access to a dependable enclosed motor vehicle, with current auto insurance in your own name or named on the policy, to use to be physically present for in-office workdays and to attend offsite events, meetings, and other work activities.
 - Ability to travel to work in a variety of locations throughout north central New Mexico.
- Must be able 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.

Equipment Used

- PC and standard office equipment including but not limited to telephone, computer, copy machine, printer, scanner, and related equipment.



United Way of North Central New Mexico (UWNCNM) Collective Impact Coordinator Job Description

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- Microsoft Office Suite, Outlook, Videoconferencing platforms (Zoom, Microsoft Teams, etc.), Internet and web browsers for research and information gathering.

Location

Must be a New Mexico resident and able to commute to the UWNCNM office building in Albuquerque, NM on designated in-office workdays to attend a variety of meetings and events at UWNCNM and in the community.

Equal Opportunity Commitment

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 supply a resume **and** cover letter to applicant@uwncnm.org by July 27, 2025. Reference in the subject line: Application for Collective Impact Coordinator.