



Job Opportunity

Purpose: Community Impact
Title: CORE Collaborative Manager – Full Time/Regular Position
Apply: Submit a resume and cover letter [here](#) (link address below) by October 17th
Reports to: Director of Impact & Investment
Hiring Range: \$42,000 - \$47,000 + Benefits - Health/403(b)/Paid Leave

Our CORE Work

We’ve recently embarked on a new, collaborative approach to help families with children 0-8 escape the traps of poverty. Our new work is called [CORE](#): Creating Open Roads to Equity. It’s bold, innovative, and is already changing the way local nonprofits, public partners, and private businesses work to help families in our community. CORE moves whole families out of the traps of poverty through a collaborative approach serving both children and the adults in their lives, together.

Our Team

Integrity, collaboration, innovation, equity, and outcome-oriented are the values our staff uphold that motivate and inspire our work.

Our Opportunity Summary

We are recruiting for a CORE Collaborative Manager with strong skills in project planning and management, group facilitation and coordination, and evaluation to ensure the collaboratively identified goals are met and the CORE Collaboratives adhere to developing and implementing a 2-generational model of care for families with young children. This is an amazing opportunity for someone committed to improving outcomes for families with low income and has the desire to support collaborative, community-driven change.

We actively welcome all candidates from a wide range of backgrounds and educational achievements who have the skills, abilities and desire to play a leadership role in this dynamic philanthropic organization — regardless of compensation history. We offer a comprehensive benefit package: medical, dental, life, a flexible spending account (F.S.A.) or health savings account (H.S.A.), a generous 403(b) plan with both base and matching employer contributions, generous leave and holiday pay, 37.5-hour work week and more.

Apply For first consideration submit a resume and cover letter [here](#) by October 17. This position will remain open until filled. If the link is broken, you can copy this address into your browser https://www.prospera.com/CareerHubViewer/CareerHub.aspx?ID=unitedwayofsnohomishcounty_external_Checksum=PRS358

PRIMARY RESPONSIBILITIES

CORE Collaboratives Staff Support

The CORE Collaborative Manager provides support to a portfolio of CORE Collaboratives to advance collaboration and strategic integration between these community partners as they develop and implement strategies towards 2-generational outcomes. As a member of the Impact & Investment team, will work alongside other internal teams (including Volunteer Engagement and Resource Development) and committees to connect United Way’s resources with the CORE Collaboratives’ partners and families. Essential to this work

will be integrating effective community engagement practices across the CORE Collaboratives' work. This includes:

- Empowering CORE Collaborative partners to think critically about strategies that impact CORE outcomes, to co-create solutions, and drive strategic action.
- Planning and coordinating meetings, taking notes, and distributing effective follow up communications.
- Moving discussions, projects, and ideas forward by providing tools, methods, and relevant training/coaching to the CORE Collaboratives partners.
- Developing trust and strong working relationships within the collaborative team and addressing conflicts and helping to drive a common agenda among partners.
- Ensuring the use of data and research at multiple stages within the continuous improvement process; collaborating with data research partners to encourage the integration of best practice briefs, project data plans, and post-project data analysis into the CORE Collaboratives measurement and impact plans.
- Ensuring the CORE Collaboratives partners think strategically through the lens of equity and inclusion to remove barriers and prompt opportunities for the families they serve.
- Collaborating with the CORE Collaboratives partners, workgroups, and action teams to incorporate the family voice into practice improvement and system-building work.
- Managing projects effectively to ensure smooth execution, testing, and post-project analysis.
- Working closely with all Impact and Investment team members to contribute to and execute the overall vision for this approach.

Investment (Grants) Allocation

Work as a member of the Impact & Investment team to support the development and implementation of the investment/allocation process that includes achievement of measurable results and alignment with United Way of Snohomish County's strategic plan. Specific responsibilities include but are not limited to:

- Providing staff support to ad-hoc volunteer committees.
- Researching needs, resources, gaps in services through collaboration with volunteers and agency advisory groups to develop solutions to community problems in identified strategies.

ATTRIBUTES OF A SUCCESSFUL CANDIDATE

- Demonstrated commitment to improving outcomes for young children and/or families with low-income.
- Demonstrated personal commitment to anti-racism work.
- Experience working with or leading successful community engagement with communities of color.
- Experience with leading or participating in cross-sector collaborative groups that involve multiple partners working towards shared outcomes related to complex problems.
- Passion for working closely with the diverse communities in the Snohomish County area and building on their strengths and expertise.
- Excellent relationship-building skills, with an ability to connect with people at all levels of an organization.
- Experience working in partnership with and for communities of color.
- Knowledge of how to employ community voice (feedback, stories, etc.) to drive change and shift narratives.
- Strong time management skills and the ability to prioritize and manage tasks to meet deadlines in a fast-paced environment.
- Experience and demonstrated ability to understand and use data to drive continuous improvement efforts; effectively explain data-based results and implications to others.
- Excellent communication skills and proven ability for clear, accessible, and persuasive writing and presenting.

- Demonstrated creative and dynamic problem-solving skills with proven ability to work collaboratively to address adaptive challenges, resolve conflicts, and address strategic issues with diverse partners.
- Demonstrated ability to work on a small team whose work is intertwined and exercise flexibility to respond to emerging needs.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

United Way of Snohomish County is committed to the principles of equal employment opportunity and compliance with all federal, state and local laws concerning employment discrimination, including the Americans with Disabilities Act. To this end, we ensure equal opportunity to all employees and applicants regardless of race, color, religion, gender, sexual orientation, gender identity or gender expression, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.

While performing the duties of this job, the employee will:

- Engage in regular communication in-person as well as through electronic means.
- Regularly use computer laptop, tablet, keyboard, screens, webcam, desk phone and photocopier.
- Frequently sit and/or traverse throughout the office.
- Occasionally lift and/or move up to 10 pounds.
- Work in a business setting of cubicles and offices.
- Travel often to offsite meetings within and outside of Snohomish County.
- Work full time (37.5 hrs./wk.), some weekends and evenings as needed.

The physical demands and work environment described are representative of those for an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. This document does not create an employment contract, implied or otherwise, other than an “at-will” relationship.