



COLLECTIVE IMPACT DIRECTOR

DATE:	March 2019	FLSA:	EXEMPT
REPORTS TO:	EXECUTIVE DIRECTOR	FTE:	1.0
SUPERVISES:	DEVELOPMENT/OUTREACH COORDINATOR	SALARY RANGE:	\$55,000-60,000

BACKGROUND

Across the Virginia Peninsula, individuals and organizations are working together in social and business sectors to improve conditions for young children pre-natal to age five in the areas of early childhood development and health. The focus is on strengthening the early childhood system through comprehensive and unified efforts that support each child in every community. In order to do this, the initiative uses a Collective Impact approach. The intent is to build lasting impact with broad community engagement and ownership. The initiative is not intended to invent new programs, but to connect and improve existing programs, services and community assets.

The Collective Impact Director works closely with the Executive Director of the backbone organization for this initiative (Smart Beginnings Virginia Peninsula www.smartbeginningsvp.org) The backbone is a neutral body that provides ongoing support to the partners involved. The Director will work closely with a steering committee to guide the vision and overall strategies, multiple working groups (data professionals, subject matter experts), and cross-sector community representatives from specific stakeholder groups with inclusion of parent voice as a priority.

JOB SUMMARY

The Director leads the development and implementation of a Collective Impact initiative to improve the early childhood development and health system on the Peninsula in collaboration with the Executive Director and leadership from a steering committee. The Director is responsible for guiding the initiative's ongoing strategy development, including co-creation of a Common Agenda and associated strategies to bring about impact; and serves as the initiative's full-time champion and liaison for all partners and stakeholders (internally and externally). The Director interfaces with individuals accessing programs and with organizations providing early care and education, public schools, social and human service agencies, health departments and other medical entities, funders, the faith community and business leaders on the Peninsula and in the Historic Triangle.

ESSENTIAL ACCOUNTABILITIES & RESPONSIBILITIES

1. Forms, schedules and manages all Collective Impact associated committees/workgroups and councils ensuring groups meet regularly, that meetings are well-conducted, incorporate an equity lens, are productive and result in tangible change.
2. Explores, co-creates the framework, guides and plans strategic direction for the Collective Impact initiative; uses current data for the region to drive long term goals, recognizing patterns and challenges.
3. Oversees implementation of the Collective Impact initiative, including clearly articulated goals and objectives that lead to a common agenda and stated outcomes with equity at the center of the initiative.
4. Identifies and builds partnerships with diverse individuals in the community to achieve stated goals; develops and maintains relationships with a broad cross-section of the region's early childhood development and health stakeholders.
5. Incorporates parent voices in the initiative, from the start, to truly understand challenges faced by families of young children in our region.
6. Uses understanding of the system to improve collaboration and decision-making and draws connections between this work and other work in the community.
7. Serves as the neutral, listening and reflective party, promoting inclusivity and brave spaces for conversations, especially when difficult.
8. Effectively communicates the vision, goals and strategies to community partners and stakeholders.
9. Stays abreast of national issues, trends and best practices in the early childhood development and health sectors, especially those that result in clear impact.
10. Works with Executive Director, Board of Directors, Philanthropy partners and fund development staff, contractors or committees to plan for the initiative's sustainability.

OTHER DUTIES Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

TRAVEL Travels regionally to workgroup meetings, locally to steering committee/Leadership Council and board meetings and with Executive Director for statewide meetings if needed or requested.

QUALIFICATIONS

- Bachelor's degree in relevant field (i.e. education, human services) AND
- A minimum of three years of management experience in community-based non-profit, government or similar organization, with evidence of progressive leadership roles.
- A minimum of one-year experience leading a similar initiative with tracked results, using a data-guided, community-driven approach such as collective impact, results-based accountability, asset-based community development, grassroots and grasstops organizing.
- Background in organization development and project management.
- Knowledge of an early childhood development and health system.

COMPETENCIES

- Commitment and passion for a cause.
- Demonstrated success in leading groups of stakeholders (collectives) to achieve strategic goals (impact).
- Proven competency in facilitation, ability to synthesize thoughts and to “think on your feet” in a group setting.
- Belief in and ability to build and sustain relationships.
- Exceptional skills in cultural sensitivity and diplomacy to work alongside individuals at all levels.
- Demonstrated ability to manage multiple priorities in a context of change and ambiguity; then to adapt to changing needs or momentum.
- Working knowledge of public relations, marketing and resource development.
- Strong oral and written communication skills and proficiency in writing business correspondence, messaging, reports and presentations.
- Ability to preserve confidentiality of information and exercise discretion.
- Ability to work with minimal supervision while recognizing scope of authority, keeping the Executive Director apprised of unusual situations.
- Fully proficient in Microsoft and Google Suites; adept at deploying office-specific equipment and software once trained.

ESTIMATED ON-THE-JOB TRAINING TIME: A professional development plan will be developed for the 3 and 6-month periods. A work plan will be co-developed for each stage of success.

WORK ENVIRONMENT: This job operates in a professional office environment. This role routinely uses standard office equipment.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.

EEO STATEMENT: SBVP provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

TO APPLY

Applicants must send their resume (including cover letter) to jobs@smartbeginningsvp.org

Position will remain open until filled.