

# United Way of San Antonio and Bexar County

## Job Description



United Way of San Antonio  
and Bexar County

<b>TITLE:</b>	Impact Manager II, ReadyKidSA		
<b>DEPARTMENT:</b>	Community Impact, Grants	<b>GRADE:</b>	22
<b>IMMEDIATE SUPERVISOR:</b>	Director, Collective Impact	<b>EXEMPTION STATUS:</b>	Exempt
<b>DATE POSTED-INTERNAL:</b>	5/23/2023	<b>EXPIRES:</b>	6/23/2023
<b>DATE POSTED-EXTERNAL:</b>	5/30/2023	<b>JOB LOCATION:</b>	San Antonio, TX
<b>SALARY RANGE:</b>	\$60,000 to \$65,000	<b>RELOCATION ALLOWANCE:</b>	No
<b>WORK MODALITY:</b>	On-site	<b>EMPLOYEE CLASSIFICATION:</b>	Individual Contributor

### ABOUT US

United Way of San Antonio and Bexar County unites the community to identify and solve our most critical issues. We are dedicated to improving people's lives and creating community-level change. Our work includes leading cross-sector collaborations, advocating for public policy changes and investing in programs that prevent problems from happening in the first place for those in need. Improving quality of life and advancing the greater good involves focusing in four impact areas: preparing children for kindergarten; empowering students to graduate and reach their full potential; helping individuals and families become self-sufficient; providing a safety net of services for those in crisis.

### JOB SUMMARY

UWSA has served as the backbone of the ReadyKidSA Coalition since its inception in 2015. The ReadyKidSA (RKSA) Impact Manager serve as the lead staff and will be responsible for supporting the coalition and coordinating resources aligned to the early childhood results, indicators, and strategies present in the Bexar County Children's Agenda and UWSA's Ready Children Impact Area.

UWSA successfully manages multiple state grants, which provides program funding including pay and benefits for team members involved in servicing those grants. This position is grant funded, thus continued employment is contingent upon awarded grant funding. UWSA applies for Grants that align with the community impact work it facilitates and provides. Grants are awarded for a fixed duration (typically 3 to 5 years) but are generally renewable.

### PRIMARY DUTIES AND RESPONSIBILITIES

- Serve as the primary staff responsible for coordinating the backbone support UWSA provides to the RKSA Coalition.
- Coordinate internal and external resources as necessary to support the Coalition in achieving their results.
- Work with RKSA representatives to establish a three-year plan of action for the Coalition; serve as staff support to the implementation of the plan; and provide regular updates to internal and external stakeholders as needed.
- Serve as an integral piece of the UWSA team assigned to manage Prevention and Early Intervention grants including participating in and presenting the work of the coalition at local state and national conferences.
- Convene and facilitate all committees associated with RKSA, up to and including a steering committee, data sub-committee and networking events sub-committee.
- Use a collective impact approach and the Results Based Accountability™ framework to facilitate activities that move RKSA from talk to action, up to and including quarterly Coalition meetings, subcommittee meetings, and Parent/Caregiver Advisory Committee Meetings.
- Identify and secure guest speakers and thought leaders in the early childhood field implementing innovative strategies at the national, state and local levels to present to RKSA on a regular basis.
- Market RKSA and the corresponding website as a resource to community stakeholders including but not limited to parents, health and human service organizations, social service organizations, elected officials and philanthropic organizations with an interest in early childhood efforts.
- Establish a Parent/Caregiver Advisory Committee of RKSA to serve as a conduit for incorporating lived experience into the Coalition's decision making as it relates to outreach, marketing, and implementation.
- Coordinate leadership development training for the RKSA Parent/Caregiver Advisory Committee.
- Manage RKSA budget line items allocated in the HOPES grant.

- Provide information as necessary to regularly report on the progress of RKSA for all funding sources supporting this effort.
- Ensure the RKSA narrative components of the scorecard are updated at minimum on an annual basis.
- Facilitate ongoing communication with UWSA Impact Areas.
- Work with representatives of UWSA's Data Team to ensure community-level indicators are updated on the RKSA scorecard on an annual basis.
- Assist in the maintenance and updating of the resource components of the RKSA website.
- Support the family and outreach core components of the local HMG Model Implementation as it relates directly to engaging the RKSA Coalition.
- Perform all other duties as assigned.

#### EDUCATION AND EXPERIENCE

- Bachelor's degree in related field preferred. Demonstrated experience in related field may substitute for college credit.
- Three to five years related work experience.
- Strong relationships in the nonprofit, public and private sectors.
- Background in working with volunteers and residents.

#### KNOWLEDGE, SKILLS & ABILITIES INFORMATION

- Strong organizational skills, detail oriented with the ability to prioritize, manage multiple projects and execute in a high-volume environment.
- Ability to build and maintain positive relationships that promote cooperation and collaborative work with United Way funded agencies and Bexar County community.
- Demonstrate sensitivity and empathy regarding human service issues and project a non-judgmental attitude towards individuals requiring assistance.
- Prior understanding of the issues and struggles of families in poverty and prior experience working in a direct service role with low-income families and/or lived experience.
- Strong written, verbal, and interpersonal communication skills for engaging with diverse groups, ability to conduct community presentations, and build new partner relations.
- Ability to work with manage a wide variety of populations and personalities with respect, compassion and dignity.
- Knowledge in early child development and/or education.
- Must have a valid driver's license with reliable transportation.
- Must pass Criminal Background Check.
- Professional demeanor, confident and goal oriented.
- Outgoing, self-motivated and creative.
- Proficient in Microsoft Office Suite, MS Word, Excel and Adobe
- Strategic thinking.
- Demonstrated independent decision-making and problem-solving ability.
- Excellent verbal and written communication skills.
- Facilitation and presentation skills and experience.
- Knowledge of Results-Based Accountability™, preferred.
- Understanding of data related to community issues.
- Budget management experience.
- Relationship management with a broad array of individuals and organizations.

#### UNITED WAY COMPETENCIES

  X   **Core Competencies (all United Way Professionals):**

Mission Focused, Relationship Oriented, Collaborator, Results Driven, Brand Steward

     **Leadership Roles Competencies (building on Core Competencies): (check for People Leaders)**

Talent Management & People Development, Business Acumen & Strategic Direction, Operational Planning & Execution, Outward Turning

     **Senior/Functional Level Leadership (C-Suite and SVPs): (check for Senior Leaders)**

Strategic Community Collaboration, Deep Community Expertise, Product Development and Implementation, Donor Influence, Volunteer Engagement, Advocacy and Public Policy

**BENEFITS**

- Employer-subsidized healthcare plan with employer-funded HRA offered.
- Group dental, vision, life insurance and other insurance products available.
- Paid holidays, personal and sick leave time.
- 403(b) retirement plan with employer matching available.

**WORK ENVIRONMENT**

- Normal nonprofit office environment with little exposure to dust, noise and extreme temperatures.
- Extended work on personal computing equipment, telephone, multi-functioning printer and calculator.
- Reliable transportation required with the ability to travel to and from meetings, training sessions or other business-related events locally, routinely and around the state and nationally, occasionally.
- Monday-Friday, 8:15 am to 4:45 pm work week with occasional evening and weekend hours.

**PHYSICAL DEMANDS**

- Sedentary work on a PC; sitting for extended periods of time, routinely.
- Normal office environment with little exposure to dust, noise, temperature, and the like.
- Movement within the office and during external meeting and events, regularly.
- Bends, stoops and twists, occasionally.
- Exerts up to 25 lbs. of force, occasionally.
- Facilitates, presents and collaboratively interacts with others, routinely.
- Perform repetitive tasks, i.e., typing and texting, routinely.

*The above statements are intended to describe the general nature and level of work being performed by associates assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. The contents of this job description may change as deemed necessary by United Way of San Antonio and Bexar County.*

**APPLY**

To submit your application visit <http://bit.ly/uwsajobs>.

- Applications WILL NOT be accepted via email.
- Contact [uwjobs@unitedwaysatx.org](mailto:uwjobs@unitedwaysatx.org) should you experience problems submitting your application.

*United Way of San Antonio and Bexar County is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information.*

*United Way of San Antonio and Bexar County is committed to the full inclusion of all qualified individuals. As part of this commitment, UWSA will ensure that persons with disabilities are provided reasonable accommodations if reasonable accommodation is needed to participate in the job application, interview process, or to perform essential job functions, and/or to receive other benefits and privileges of employment.*

United Way of San Antonio and Bexar County | 700 South Alamo St., San Antonio TX, 78205 | [www.unitedwaysatx.org](http://www.unitedwaysatx.org)

**INTERNAL USE ONLY**

EFFECTIVE DATE OF JOB GRADE: May 4, 2023

EFFECTIVE DATE THIS REVISION: May 16, 2023

<b>EMPLOYEE SIGNATURE:</b>		<b>DATE:</b>	
<b>SUPERVISOR SIGNATURE:</b>		<b>DATE:</b>	
<b>HUMAN RESOURCES SIGNATURE:</b>		<b>DATE:</b>	