



## Action Network Manager

*(Kindergarten Readiness, K-12 School Success, High School Graduation, Postsecondary Education/Career Prep, Community Engagement)*

### Job Description

#### Position

Job Title:	Action Network Manager
Department:	Building Our Future
Reports to:	Director of Operations
FTE/PT:	100% FTE
Date Approved/Revised:	November 2017

#### About Building Our Future

Building Our Future is a broad-based, community collaboration that aims to improve educational outcomes for every child in Kenosha County, in every school, cradle to career. Using a data-driven process that focuses resources on high-impact strategies, Building Our Future will begin to move the needle on what works for kids, and better position our children and our community for a successful workforce future.

#### Purpose, Scope and Dimension of the Job

The Action Network Manager works with community partners to identify evidence-based practices and key drivers of change and scale up these practices to improve “Cradle to Career” educational outcomes for Kenosha children and families. This position will report to the Director of Operations, and will support the coaching and facilitation of the Building Our Future Collaborative Action Networks, and support the team to achieve objectives and complete deliverables.

#### Duties, Responsibilities and Accountabilities

- Recruits community partners for Collaborative Action Networks and builds effective relationships with local government, agencies, corporations, and other organizations in Kenosha County.
- Convenes and facilitates regular meetings and planning activities of the Collaborative Action Networks, engaging Network Leads, and other partners/participants through the Continuous Improvement Process to:
  - Develop charter statements/roles & responsibilities and a sense of common purpose among the participants in each Network.
  - Identify needs and gaps in services in assigned network areas.
  - Extract evidence-based best practices from community/national sources and build consensus around a strategy to integrate these practices into Network action plans to drive change and achieve countywide goals.
  - Supervise, manage, and lead a cycle of pilot project development and implementation to identify effective models and best practices in network areas that will inform broader community action.
  - Track the progress of action plan implementation and progress toward countywide goals, including the management of confidential child and student data; revisit and revise action plan components, as needed, based on progress.
  - Research evidence-based practices, promote the professional learning/sharing and implementation of these practices among partner organizations in each Network’s content area.
  - Champions change and provides tools to assist community partners in accelerating the change management process necessary to implement and sustain their proposed improvements.

- Elements of effective meeting management include:
  - i. Listen and draw out more than speaking
  - ii. Respect participant's unique roles, viewpoints, and responsibilities
  - iii. Delegate and involve action team members
  - iv. Establish tone and culture and respectful environment
  - v. Establish group norms for confidentiality and decision-making model
  - vi. Engage quiet members to get all voices heard
  - vii. Prevent one member/faction from dominating
  - viii. Start and end meetings on time
  - ix. Defend those not present
- Consults and collaborates with Network Leads to ensure that the Continuous Improvement Process is effectively implemented within each assigned Network.
- Meet regularly with Building Our Future staff to set timelines, milestones and checkpoints that ensure timely implementation of activities and achievement of outcomes.
- Collaborates with Director of Operations to develop business and funding plan to bring promising practices to scale.
- Develops expertise in the content area of assigned networks and in the continuous improvement process, including participation in professional development activities as requested/needed.
- Supervises and assesses the performance of intern(s).
- Maintain up-to-date records, which includes files, contact lists, and database entries (e.g. CRM, Google Folder).
- Represent Building Our Future in community presentations and partnerships including, but not limited to, partner events.
- Supports the Mission, Vision and Values of Building Our Future and abides by applicable standards of conduct, policies and procedures.

### **Oversight and Coordination**

- Receives general guidance with respect to overall objectives.
- Conducts work independently (e.g. without direct, daily supervision from Building Our Future).
- Ensures that work is coordinated and aligned with Building Our Future messaging and strategy.

### **Education and Experience**

- Bachelor's degree required with 5 or more years of relevant work experience. Master's degree preferred.
- Experience in facilitation in large groups preferred.
- Experience with the continuous improvement process preferred.
- Experience in program development, management, and/or evaluation preferred.
- Background, health screening, and mandatory drug test are required for this position. Successful completion.

### **Qualifications**

- Strong analytical thinking and decision-making skills, including problem anticipation and resolution.
- Ability to create processes and systems, manage details and work independently.
- Strong knowledge of social research and financial management.
- Excellent written, oral and interpersonal communication skills.
- Ability to facilitate collaboration among diverse groups and "translate" vocabulary/jargon across sectors.
- Ability to prioritize and balance competing demands.
- Understanding of community needs and strategies to promote community impact.

### **Work Schedule & Travel Requirements**

- This is an exempt, full-time position working a minimum of 40 hours per week, typically between the hours of 8:00 and 5:00 pm. Although would require more time during busy periods.
- Moderate time spent outside normal working hours (e.g. community meetings, programs, events, professional development opportunities).
- Minimal overnight travel (up to 10%) by land and/or air.

### **Application Procedure**

Please submit a cover letter and resume, including 3 professional references, to Tatjana Bicanin ([tbicanin@buildingourfuturekc.org](mailto:tbicanin@buildingourfuturekc.org)) before Friday, December 22<sup>nd</sup>. Refer to [www.buildingourfuturekc.org](http://www.buildingourfuturekc.org) for more information.

