



Manager, Community Engagement/College and Career Readiness

Job Description

Position

Job Title:	Manager, Community Engagement/College and Career Readiness
Organizations:	Building Our Future
Reports to:	Executive Director
FTE/PT:	1.0 FTE Exempt
Date Approved/Revised:	December 2018

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.

Building Our Future is a part of StriveTogether, a national, non-profit network of community organizations that reaches more than 10.2 million students across the country. Nearly 70 StriveTogether communities are using a “cradle to career” collective impact model to improve graduation rates, increase kindergarten readiness, and close opportunity gaps in education.

Purpose & Objectives

The role Manager, Community Engagement/College and Career Readiness will be responsible for the facilitation of two networks of cross-sector community partners, Community Engagement and College and Career Readiness, and management of the actions and partners within each.

The Community Engagement network seeks authentic conversation within Kenosha County neighborhoods, focused on creating equitable opportunities for low-income families and diverse populations. Connections within this network are formed through grassroots mobilization, and meetings are gathered to give community members space to create action from their strengths.

The College and Career Readiness network seeks to align its outcomes with other networks within the region while narrowing its focus on ensuring Kenosha County high school students are graduating ready for their next steps.

Both portions of this role will seek equitable opportunities for all children in the County, regardless of the activities undertaken.

Essential Duties & Responsibilities

Community Engagement: Develop Neighborhood Community Mobilization Infrastructure

- Working with community partners and families, build neighborhood coalitions focused on community mobilization
- Working locally, identify and build relationships with partners working in communities – focusing on partners with strong relationships with community members with a focus on low-income families and diverse populations
- Identify barriers and help create pathways to engagement and mobilization within different neighborhoods
- Identify best practices to facilitate collaboration, cooperation, and trust across neighborhoods and schools
- Manage information sharing across community partners and families, including written agendas and minutes and other methods of communication
- Host community conversations in targeted neighborhoods
- Develop and execute strategies to engage communities and address systems-level barriers/opportunities to improve cradle to career outcomes

College and Career Readiness Network

- Convenes and facilitates regular meetings and planning activities of the College and Career Readiness Network
- Develop roles and responsibilities and a sense of common purpose among the participants in the Network

- Identify needs and gaps in services in college and career readiness
- 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, revisit and revise action plan components, as needed, based on progress, in partnership with the Research and Evaluation Manager
- Research evidence-based practices promote the professional learning/sharing and implementation of these practices among partner organizations
- Champions change and provides tools to assist community partners in accelerating the change management process necessary to implement and sustain their proposed improvements

Partnership

- Share partnership strategy, progress and results frequently with the broader Cradle to Career Network through in-person learning sessions, the StriveTogether Partner Portal, blogs, stories and social media
- Support the development of communications (agendas, reports, blogs, video, social media, etc.) related to this work working with staff and Leadership Table members
- Meet regularly with the Executive Director to set timelines, milestones and checkpoints that ensure timely implementation of activities and achievement of outcomes (e.g. community conversations, partner outreach)
- Supervises and assesses the performance of intern(s), where applicable
- Participates in assigned meetings, events, and training as required
- Maintain up-to-date records, which includes files, contact list, and database entries (e.g. CRM, Google Drive)
- 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) while keeping the partnership appropriately apprised of key developments.
- Ensures that work is coordinated and aligned with Building Our Future messaging and strategy.

Job Specification

To perform this job successfully, an individual must be able to carry out each essential duty in a satisfactory manner. The job specifications listed below are representative of the education and experience as well as the knowledge, skill and/or ability (KSAs) required.

Education and Experience

- Bachelor's degree required with three (3) or more years of relevant work experience, preferably in field of community engagement, community development, education, nonprofit, or civic leadership. Master's degree preferred. Applicants with extensive, relevant work experience in lieu of a bachelor's or master's degree will also be considered.
- At least one year of experience in community engagement, community mobilization, and/or coalition building required.
- Experience in program development, management, and/or evaluation preferred.
- Successful completion of background check, health screening, and drug test are required for this position.

Knowledge, Skills & Abilities

- **Relationship Building and Collaboration:** demonstrates the ability to develop relationships and facilitate consensus among diverse partners in sectors such as education, government, nonprofit, civic, etc. Experience working in communities and areas with high concentrations of poverty and diverse populations.
- **Critical Thinking and Problem Solving:** excellent ability to think strategically, including diverse stakeholders in problem anticipation and resolution. Demonstrates an understanding of community needs and strategies to promote community impact.
- **Focus on Equity:** committed to advancing personal and organizational understanding of identity, disparity and equity in Wisconsin and ability to act in strategic ways to address those issues. Comfortable reflecting on engaging others in difficult conversations and strategic actions to address inequities along lines of race and income, among others.
- **Communication:** excellent written, oral and interpersonal communication skills. Ability to build trust and rapport with a variety of audiences and "translate" vocabulary/jargon across sectors.
- **Planning & Organizing:** strong knowledge of effective community engagement and mobilization practices. Self-motivated and able to work independently.
- **Adaptability:** champions change and guides partners in implementing and accelerating continuous improvement processes; ability to adapt in a fast paced, ambiguous environment. Ability to prioritize and balance competing demands across two networks.
- **Shared Values:** ability to support the mission, vision and values of the organization and abide by applicable standards

of conduct, policies and procedures. Must be honest, dependable, and able to meet deadlines.

- **Technical:** Proficient in Microsoft Office Suite applications (i.e., Outlook, Word, Excel, PowerPoint specifically), web-based applications, and database use.
- A valid current driver's license and vehicle is required since local travel is a component of the position.

Work Environment

- Work is generally performed in an office environment and in the community
 - Office space is open-concept environment
 - Community conversations are held in targeted neighborhoods

Work Schedule & Travel Requirements

- This is an exempt, full-time position working a minimum of 40 hours per week.
- Office hours are 8:00 AM – 5:00 PM. Employees are required to be available and engaged in work-related activities during the core working hours of 9:00 AM – 4:00 PM.
- Will likely require frequent attendance at events or meetings outside of normal work hours (nights and/or weekends).
- Local travel is required.
- Minimal overnight travel (up to 10%) by land and/or air.

Application Procedure

Please include resume, cover letter and salary requirement when applying to Tatjana Bicanin (tbicanin@buildingourfuturekc.org). Refer to www.buildingourfuturekc.org for more information.

We offer an excellent benefit package, which includes health, dental, 403(b) retirement plan, paid time off (PTO) and more!