

*United Way of Central Iowa leads the fight for the health, education, and financial stability of all central Iowans.*



## CAREER OPPORTUNITY

# Director, Central Iowa Works

Position Posted: June 15, 2020	Application Deadline: June 29, 2020
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- To apply, please send a cover letter and resume to [careers@unitedwaydm.org](mailto:careers@unitedwaydm.org)
- For more organizational information, please visit [www.unitedwaydm.org](http://www.unitedwaydm.org)

### Position Summary

The Central Iowa Works (CIW) Director advances United Way of Central Iowa mission by leading, building, and maintaining community partnerships in the employment sector to help individuals move toward financial stability. The program has a dual customer-focus aimed at employers and workers and collaborates with a broad-based coalition of business, education, non-profit and philanthropic entities in the employment and workforce training sector. The goal of the program is to strengthen and expand industry specific sector workforce development efforts while expanding work opportunities for low-income and other marginalized populations. The CIW Director will successfully lead the team in meeting the established program goals and outcomes by working directly with workforce partnerships and others to ensure the work and objectives are met. The Director also has oversight of two current, large-scale, federally funded programs including Central Iowa HealthWorks and CIRCA (Central Iowa Returning Citizens Achieve). The director position is a leadership role within the organization and reports directly to UWCI's Community Impact Income Officer. This position directly oversees an operations manager and three program managers but provides leadership to the entire CIW team of 12.

The successful candidate will have demonstrated, strong, relationship building skills, proven initiative to create successful strategies and establish strategic partnerships in the workforce development arena, excellent communication skills for presentations and writing content, proven experience directly managing staff and leading 2-3 teams within a department, program oversight and experience with grants, especially federal grants, and a strong passion to help underserved and marginalized individuals and groups move toward financial stability and a better life. We encourage diverse candidates to apply to this position.

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## **Why choose United Way of Central Iowa?**

United Way of Central Iowa is an established and highly respected nonprofit in the Central Iowa area and the United Way Worldwide network. Employees at UWCI have a passion for the organization's mission and community impact work and strive to create a positive, inclusive, and welcoming work environment. Our Core Values of Compassion, Integrity, Community Engagement, Responsiveness and Striving for Excellence is the foundation for how we do our work and to achieve our mission to "Engage Community to Empower All." In addition to a competitive salary and robust benefits package including health insurance, a dental and vision plan, 401(k) with match, and paid life insurance, we offer the following:

- Generous paid vacation plan, holidays, a personal holiday, and sick time
- Paid volunteer time off
- Convenient central Des Moines location with free parking
- Free, newly remodeled on-site fitness center
- Tuition Assistance
- Commitment to employee professional development
- An organizational imperative to fostering diversity, equity, and inclusion learning and initiatives
- Fun monthly opportunities for employees to build camaraderie
- Wellness initiatives

## **Essential Accountabilities Include (but not limited to):**

- Leads and manages the Central Iowa Works program and team to establish and maintain a common vision and support for CIW, Community Impact and organizational work.
- Works collaboratively with Income Officer to establish annual budget and leads the day-to-day fiscal management for CIW.
- Build meaningful relationships with key community leaders, community partners and national organizations that support the mission and strategies of UWCI.
- Responsible for the coordination and support of the Central Iowa Works Advisory Committee, which advises United Way of Central Iowa's Income priority area.
- Works collaboratively with UWCI leadership and the CIW Advisory Committee to establish program goals and objectives.
- Accountable to successfully meet program goals and outcomes as well as outcomes and timelines that are established for other funder and grant requirements.
- In collaboration with the United Way Advocacy Officer, supports the development of the Skills 2 Compete workforce policy agenda.
- Serve as the liaison for Central Iowa Works with the National Fund for Workforce Solutions and the National Skills Coalition.
- Collects necessary data and client and partner input to conduct program evaluation and leads in program re-design to increase program effectiveness.
- Responsible for the development, convening, and facilitation of strategic workforce partnerships which include members of the community and central Iowa businesses.

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- **Build meaningful relationships with key community leaders, community partners and national organizations that support the mission and strategies of UWCI.**
- **Work collaboratively with UWCI leadership and Grants Director to source funding opportunities, assist in grant writing and other fund development activities.**
- **Partners with other UWCI staff and departments (Strategic Communications, Volunteer Engagement, Finance, Donor Engagement) as applicable to develop and promote impact collaborations, initiatives, and priorities.**

## **Competencies:**

- **Leadership:** Direct, motivate and oversee others to perform in accordance with clear expectations and goals. Values the unique perspective each team member brings to the work. Exemplifies humility in their interactions and communications but is an ardent advocate for the work of the team to others.
- **Consensus Building:** Interact with others from diverse backgrounds and groups resulting in group solidarity or an agreement or solution.
- **Relationship Skills:** Establish and maintain good rapport and relationships with customers, direct reports, and coworkers.
- **Business Acumen:** Understand business-related topics and issues.
- **Supervision:** Manage and motivate individual team members to meet performance expectations.
- **Analytical Skills:** Translate information and raw data into meaningful conclusions.
- **Decision Making:** Evaluate information and select an effective suitable course of action using sound judgment.
- **Initiative:** Act and take steps to solve or settle an issue or problem.
- **Management skills:** Achieve desired outcomes by setting goals and priorities that deliver results.
- **Team Building:** ensure that team members are invested in team activities and decisions, that the team works together to achieve a goal.
- **Communication skills – Oral:** Send tactful and appropriate verbal messages and listen to others' response to convey information.
- **Communication – Written:** Write concise, clear letters, reports, articles, or emails including proofing and editing work.
- **Presentation Skills:** Effectively present information to a group.
- **Ambition:** Exhibit a high level of drive, initiative, and eagerness to meet organizational and performance goals and broaden skills.

## **Experience:**

- **A minimum of five (5) years of relevant work experience requiring knowledge of workforce development practices, systems, financing, and program design**
- **Experience with grants and managing program implementation, program/fiscal management, reporting and administrative rules compliance)**
- **Oversight of budget and program performance.**

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- Working with low-income and/or historically marginalized individuals for educational attainment or employment prospects.
  - At least three (3) years of relevant experience supervising a team of at least five (5) individuals.
  - Working effectively with multiple stakeholders such as community leaders, staff, contractors, and to boards and committees.
  - Proficient with Microsoft Office Suite, data base management

## **Education:**

- Preferred Bachelor's degree in human services or related field. Number of years' experience and type of experience may be considered in lieu of some education.

United Way is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, skin color, gender, national origin, ethnicity, sexual orientation, gender identity, physical or mental abilities, genetic information, pregnancy, disability, age, family or marital status, veteran status or other characteristic protected by applicable. United Way of Central Iowa will consider qualified candidates with criminal histories in a manner consistent with the role requirements and any applicable local, state, and Federal law.

**If you are a job seeker with a disability, or are assisting someone with a disability, and require accessibility assistance or an accommodation to apply for one of our jobs, please call 515-246-6516.**