

Fostering an Equitable, Engaged, Empowered Community



Career Opportunity Central Iowa Works Director

- To apply, please send a cover letter and resume by **July 6, 2022** to:
careers@unitedwaydm.org

- For more organizational information, please visit www.unitedwaydm.org

Are you looking for a stronger purpose in the work you do? At United Way of Central Iowa, our employees are passionate and find purpose in the work they do every day. Our commitment is to foster an equitable, engaged, and empowered community by focusing on five elements and strategies for a thriving community: Early Childhood Success; Education Success; Economic Opportunity; Health and Wellbeing and Essential Needs. Together, with the community, we are "United to Thrive." We currently have an opportunity for someone to join our team who has workforce development and leadership experience to lead our Central Iowa Works Team – read on for more information!

Position summary

United Way of Central Iowa is seeking a Central Iowa Works (CIW) Director to advance and support United Way of Central Iowa's Economic Opportunity strategies by leading, building and maintaining community partnerships in the employment sector to help individuals move toward financial stability. Central Iowa Works is an initiative of United Way of Central Iowa and serves workforce intermediary convening partners to build solutions that help businesses, families, and our community thrive. Our programs connect employers with talented workers in jobs that provide career growth and financial stability.

This position works collaboratively with CIW staff, as well as primary community partners, including employers, public sector and non-profit community partners to ensure and maintain the success of the CIW initiatives and grants.

The director position is a leadership role and will report directly to UWCI's Community Impact Officer of Economic Opportunity. This position directly oversees four program managers, each focused on a different area of workforce: healthcare, reentry (individuals exiting incarceration), the construction trades, and small business support. These sectors of work may change depending on workforce trends.

The ideal candidate will have solid people management experience, program management experience and some grant compliance experience along with three to five years of supervisory level experience. Workforce development with knowledge of working with populations with systemic barriers to quality employment is preferred. The starting salary range for this position is \$65,000 - \$72,000 depending on experience. Individuals with diverse backgrounds and experiences are encouraged to apply!

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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. In addition to our employee's passion and purpose in the work we do, we strive to create a positive, inclusive, and welcoming work environment. We walk and talk our Core Values of **Compassion, Integrity, Community Engagement, Responsiveness and Striving for Excellence**." 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:

- A hybrid work schedule with the ability to work from home for 16 hours per week
- Generous paid vacation plan, holidays, a personal holiday, and sick time
- Paid volunteer time off
- Flexible and friendly maternity/ paternity leave practices
- Convenient central Des Moines location with free parking
- Free, newly remodeled on-site fitness center
- Tuition Assistance
- Commitment to employee professional development
- Fostering diversity, equity, and inclusion initiatives
- Fun monthly opportunities for employees to build camaraderie
- Wellness initiatives

Essential Accountabilities Include (but not limited to):

- Ensures Central Iowa Works alignment with United Way of Central Iowa's mission and strategic imperative, United to Thrive.
- Reinforces CIW's role within United Way of Central Iowa with CIW staff, partners, and community.
- Leads and manages the CIW team by establishing and maintaining a common vision and support for CIW, Community Impact and organizational work.
- Provides overall strategic vision and direction to CIW programs.
- Works collaboratively with Community Impact Officer and United Way of Central Iowa Finance and Operations department to establish annual budget and leads the day-to-day fiscal management for the program.
- Responsible for the ongoing development, coordination, and support of the Central Iowa Works Advisory Committee.
- Works collaboratively with UWCI leadership and the CIW Advisory Committee to establish program goals and objectives.
- Accountable to successfully meet program goals and outcomes established by funders and grant requirements.
- Builds meaningful relationships with key community leaders, community partners and national organizations that support the mission and strategies of UWCI and CIW.
- Works collaboratively with UWCI leadership and Grants Director to source funding opportunities, assist in grant writing and other fund development activities.
- Participates as a member of UWCI's Strategic Planning Team, which helps develop the organization's strategic initiatives and framework.
- Helps identify and implement program process improvements and problem solves as necessary.

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- Provides organizational and program leadership, as applicable, and represents UWCI in the community as needed.
- Acts as the subject matter expert for internal and external inquiries.
- 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.
- Oversees and manages the work and requirements of contractors and vendors.
- Advocates for local, state, and federal policies that encourage hiring and retaining people with barriers to employment.
- Aligns work with United Way of Central Iowa's Core Ideology, Values and Codes of Ethics.

Competencies/Experience:

- **Leadership:** Ability to direct, motivate and oversee others to perform in accordance with clear expectations and goals.
- **Change Management:** Ability to successfully implement and guide others through organizational strategy and change.
- **Consensus Building:** Ability and willingness to interact with others from diverse backgrounds and groups resulting in group solidarity or an agreement or solution.
- **Relationship Skills:** Ability to establish and maintain good rapport and relationships with customers, coworkers, and community.
- **Diversity Appreciation:** Ability to seek to understand, communicate with, include, and effectively interact with people across cultures.
- **Business Acumen:** Ability to understand business-related topics and issues.
- **Analytical Skills:** Ability to develop information and raw data into meaningful conclusions.
- **Decision Making:** Ability to evaluate information and select an effective suitable course of action using sound judgment.
- **Initiative:** Ability to act and takes steps to solve or settle an issue or problem.
- **Management skills:** Ability to achieve desired outcomes by setting goals and priorities that deliver results.
- **Team Building:** Ability to ensure that team members are invested in team activities and decisions, that the team works together to achieve a goal.
- **Communication skills – Oral:** Ability to send tactful and appropriate verbal messages and listen to others' response in order to convey information.
- **Communication – Written:** Ability to write concise, clear letters, reports, articles, or emails including proofing and editing work.
- **Presentation Skills:** Ability to effectively present information to a group.
- **Ambition:** 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 in project/program management and bringing diverse partners together.
- Some subject matter expertise in workforce issues and strategies. Prior work experience in workforce development preferred.

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- Experience independently managing a team, preferably a team of at least two employees or contractors at a time.
 - Experience developing and/or leading coalitions, preferably where you align multiple interests.
 - Experience with grants and managing program implementation, program/fiscal management, reporting and administrative rules compliance.
 - Experience with complex budgets and program performance.
 - Experience working with low-income, disadvantaged 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:

- Bachelor's degree in a related field preferred. Extensive, related experience may be considered in lieu of some education.

United Way is an equal opportunity organization and all qualified applicants for employment or contract assignments 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.