

## United Way of the Greater Lehigh Valley Job Posting

Position: Director, Community School Network  
Department: Impact  
Supervisor: Jill Pereira, VP Education & Impact  
Position Status: Full-Time/Salary/Exempt  
Salary Range: \$57,000 - \$62,000 Annually

### POSITION DESCRIPTION

**Manage the Community School network, providing leadership, strategic direction, and model implementation oversight and accountability while ensuring progress towards achieving identified goals. The director is considered a key leader in the collective impact strategy of the region.**

1. Align internal UWGLV efforts around Community Schools (20% of time)
  - Lead core team managing relationships with assigned portfolios of Community Schools
  - Support donor engagement & product development for Community Schools
2. Lead execution of strategic work plans for each district (30% of time)
  - Engage directly with school sites, school-based staff and district leadership
  - Primary liaison between network, lead partners & community agencies
3. Provide technical assistance and best practices to community schools and community school coordinators (CSC). (25% of time)
  - Liaison between UW data and impact department and community school coordinators and lead partners
  - Manage key indicators of student success
  - Facilitate CSC meetings, professional development, annual summit, orientation and support
4. Lead United Way Community School network and facilitate leadership council (5% of time)
  - Represent UWCS Network at the state, regional and national levels
  - Conduit for building connections between and among partners who can strengthen UWCS Network
  - Build program & brand awareness in the community in collaboration with marketing.

### QUALIFICATIONS

#### ***Education and/or Experience***

- 5-plus years of professional work experience in a range of the following: education administration, organizing community change, non-profit program management, public policy, or social services. Relevant experience in the public sector, for-profit sector or a related education considered in lieu of work experience.

#### ***Skills***

- Demonstrated ability to diplomatically acknowledge, address & resolve conflict
- Experience in meeting facilitation
- Knowledge of the concepts of collective impact and systems change
- Effective (English language) communication skills
- Understanding of and commitment to the mission, vision, and goals of United Way
- Staff members who drive a vehicle on UWGLV business must provide proof of a valid driver's license and current automobile insurance.

Reasonable accommodations may be made to enable individuals to perform the essential functions. United Way of the Greater Lehigh Valley is an equal opportunity employer.

#### ***Benefits Package***

In addition to the base pay and annual merit increases this position is eligible for our org-wide performance based annual bonus package which is typically 1%-3% of base pay. The benefits package includes subsidized medical and dental insurance, fully paid life and ltd insurance, an employee funded vision insurance option, a 401k retirement plan with employer contributions and a generous paid leave policy.

#### ***Work Location***

This position is based in person in our office in Allentown, PA for at least 70% of the schedule.

### HOW TO APPLY

Interested candidates may apply via: <https://unitedwayglv.isolvedhire.com/jobs/831247-289205.html>. Send any questions to [maryt@unitedwayglv.org](mailto:maryt@unitedwayglv.org).