

United Way of Fresno County Position Description



Job Title: Hub Manager
Reports To: President/CEO
FLSA Status: Full-time, Exempt, Grant Funded

Salary Range: \$60,000 - \$70,000 Annually DOE

Closing Date: Open Until Filled
1st Round Review of Applicants on 8/30/2013

PROJECT BACKGROUND AND DESCRIPTION:

Building Healthy Communities (BHC) is a 10 year strategic initiative funded by The California Endowment (TCE) aimed at improving the health status of children and youth in fourteen communities in California and to provide a blueprint for creating healthy communities through policy and systems change that is driven by intentional resident engagement and systems partnerships.

The Central/Southeast/Southwest Fresno BHC collaborative concluded a community-wide planning phase and has embarked on the implementation of the community plan submitted to TCE. The collaborative, made up of residents, systems leaders, community benefit organizations and other stakeholders, is coordinated by a host agency (United Way of Fresno County) and the HUB committee.

POSITION DESCRIPTION:

Under the general supervision of the President/CEO of United Way of Fresno County, the HUB Manager will be the lead staff person responsible for supporting and facilitating the HUB's work and advancing the priorities of the Fresno BHC plan. This will include project management, group facilitation, community development, conflict resolution, and data collection and research. The Hub Manager will assume a high level of responsibility for connecting people from diverse constituency groups within the community, as well as across the BHC network. The Hub Manager will work in close partnership with The California Endowment. The BHC Hub Manager will hire, train and supervise other HUB support staff. This position starts immediately and is grant funded. The current grant runs through October 31, 2014. There is a strong possibility of this grant being renewed.

RESPONSIBILITIES:

1. Works closely with HUB staff, HUB Committee and community residents; coordinates and facilitates the work of the Central/Southeast/Southwest Fresno BHC, HUB Committee meetings, community events and other related workgroups and serves as the primary point of contact for the overall site communications with TCE.
2. Implements the Fresno BHC plan, including the development and maintenance of the HUB collaborative.
3. Contributes to the collective implementation of the prioritized strategic BHC plan.
4. Will ensure that all members of the collaborative receive TCE communications, instructions, and guidelines for the campaign.

5. Responsible for the HUB's fiscal management and carrying out of TCE reporting requirements. Will also manage the budget of small project grants that can help advance the community plan.
6. Develops and implements strategies for building alliances with strategic partners, government agencies and other organizations.
7. Recruits, trains and supervises program staff.
8. Management and coordination of multiple projects, group facilitation, and ensuring broad community participation in the Central/Southeast/Southwest Fresno BHC.
9. Participates in local, regional and state activities related to the BHC initiative and Central/Southeast/ Southwest Fresno BHC.
10. Represents Central/Southeast/Southwest Fresno BHC in local organizations, activities, and events.
11. Oversees the management of data, research and development and implementation of the program evaluation plan with the sub-contracted evaluators/consultants.
12. Participates in meetings/events organized by TCE relative to the BHC initiative.
13. Document/produce ongoing results and prepare regular progress reports for funders and internal purposes.
14. Promote Central/Southeast/Southwest Fresno BHC programs and agenda.
15. Identify and pursue other funding opportunities/sources for the initiative through grant writing and reporting.
16. Ability to travel and work evening and weekends as needed.
17. Other duties as assigned.

QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Bachelor's degree required (Master's degree in public health, public policy or a related field preferred). At least five years experience in community development, policy, and/or project management preferred. Supervisory experience and a proven record of effective leadership and strong communication skills strongly desired. Experience working with diverse communities is essential.

TECHNICAL KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to work as a leader, acting collaboratively to fulfill the broad mission and specific
2. Goals of the BHC initiative.
3. Creative thinking and problem solver who is also open to the insight of others.
4. Working knowledge of principles and practices of community outreach, training, conflict
5. Resolution, planning, and evaluation.
6. Bilingual ability (Spanish) highly preferred.
7. Strong written and verbal communications skills.
8. Demonstrated ability to prioritize multiple work tasks and meet deadlines.
9. Demonstrated ability to work effectively with systems leaders and policymakers.
10. Must possess an understanding of prevention, policy, systems change, and cultural competency.
11. Experience in conflict resolution.
12. Demonstrated ability to develop and maintain effective working relationships with a
13. HUB Committee, strategic partners and the general public.
14. Ability to work with diverse workgroups and serve communities with diverse Economic, social, racial, and cultural backgrounds.
15. Working knowledge of research and resource development techniques.
16. Group facilitation skills based on collaborative and participatory models.

17. Proper and timely record keeping and report writing methods.
18. Ability to create, maintain and track one or more budgets and develop budget narratives.
19. Ability to gather, interpret and organize data and prepare comprehensive written reports.
20. Demonstrated ability to supervise, train and evaluate support staff and contracted consultants.
21. Proficiency with office computer equipment and Microsoft Office software. Word, Excel, Outlook, PowerPoint, Access.
22. Ability and means to travel as needed, proof of liability insurance on vehicle used is required.

OTHER QUALIFICATIONS:

1. Excellence in professionalism with the ability to maintain strict confidentiality and integrity.
2. Proven team player who assists others and asks for help when needed.
3. Strong listening, interpersonal, networking, and customer service skills.
4. Able to work effectively with people from diverse backgrounds and communities.
5. Deep interest in and commitment to vision, mission and work of BHC.
6. Excellent verbal and written communication skills.
7. Ability to accept constructive criticism and feedback.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Drivers License and verifiable automobile insurance.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers. The employee frequently is required to stand; walk; sit; reach with hands and arms; kneel and talk and hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

DISCLAIMER

This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed in the job description provided that such duties are characteristic of the position.

UNITED WAY OF FRESNO COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

UWFC does not discriminate on the basis of race, color, religion, origin, gender, national origin, age, marital status, military service, disability or sexual orientation. Reasonable accommodation provided upon request. All applicants tentatively selected for this position will be required to pass a background screening and submit to any required tests to screen for illegal drug and alcohol use prior to appointment. Application evaluation may involve interviews, written tests and/or other appropriate screening tools.

SALARY/BENEFITS:

\$60,000 - \$70,000 Annually DOE, plus benefits

TO APPLY: Send cover letter, resume and three references along with a written sample (no more than 10 pages to:

Melissa Smith, Vice President of Operations
United Way of Fresno County
4949 E. Kings Canyon Road
Fresno, CA 93727
Email:msmith@unitedwayfresno.org