

UNITED WAY OF SOUTH HAMPTON ROADS – JOB DESCRIPTION

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| Title: | Manager, Hampton Roads Developmental Screening Initiative |
| Department: | Community Investments |
| Report To: | Director, United for Children |
| Date Created: | November 2020 |

Objectives & Expectations:

In partnership with United for Children, a collective impact initiative of United Way of South Hampton Roads (UWSHR), and Minus 9 to 5, a collective impact initiative of Eastern Virginia Medical School's M. Foscue Brock Institute for Community and Global Health, this position will support the emergent Hampton Roads Developmental Screening Initiative.

Approximately 70% of children are not screened for developmental, learning, and social-emotional delays, yet one in six children would benefit from extra support or services during early childhood. These practices increase Kindergarten readiness and improve health-related quality of life. The manager will steward a committee of professionals working to change the odds for local children, building strategies to boost early childhood development efforts in our community.

This grant-funded position is full-time, exempt, and benefitted as part of the United Way's Community Investments (CI) team, reporting to the Director of United for Children.

Core Job Responsibilities (other duties may be assigned):

- Co-facilitate convenings with collective impact partners to strengthen a shared agenda leading to increased kindergarten readiness across our 6 city/county service area
- Provide technical assistance for using the ASQ-3, ASQ-SE-2, and the ASQ Enterprise online platform with network partners
- Implement a comprehensive engagement workplan across health and human service systems
- Ensure parents and caregivers, clinical providers, and early childhood professionals have the tools to conduct quality developmental screenings, follow ups, and referrals
- Develop and execute detailed project plans to move forward early childhood and youth success strategies
- Coordinate data sharing efforts through the execution of MOUs, submission of quarterly grant reports, as well as analyzing and sharing results with key stakeholders
- Manage an annual program budget, tracking all expenses for federal grant reporting
- Represent United Way, our culture, and the coalition professionally in public settings

Key Skills Requirements:

- BA/BS degree or equivalent practical experience
- Excellent communication skills
- Experience with community engagement strategies, including coalition building among diverse audiences
- Knowledge of child developmental milestones, social and emotional learning competencies, and issues facing young children
- Successful candidates will be responsive, accountable, mission-focused, and able to build positive relationships at all levels
- Able to establish expertise with technology quickly, including MS office, the ASQ platform, and CRM systems

This position is grant-funded and expected to continue for at least 4 years.

United Way of South Hampton Roads is an equal opportunity employer. Please submit your resume and cover letter to humanresources@unitedwayshr.org