



United Way
of South Hampton Roads

We bring people and resources together to solve problems too big for any of us to solve alone.

Title:	HRDSI & United for Children Manager (\$51,000-\$60,000)
Department:	Community Impact
Reports To:	Director, Education (Virginia Beach)
Date Created:	December 2022

Why Work for United Way:

Do you want to leave work every day knowing that you made an impact? At United Way of South Hampton Roads (UWSHR), you'll work in a fun and supportive environment where every day is a new opportunity to make a difference. If you talk to our employees, the single trait we all have in common is passion. We work hard because we love what we do, and we know how much our community needs us. Plus, we offer excellent benefits and opportunities for advancement. If you want to be great while doing good, join the United Way team.

Objectives & Expectations

United Way improves lives by mobilizing the caring power of communities to advance the common good and to help all residents thrive. We all benefit when a child succeeds in school, when someone finds a job that sustains a family, or when more people get quality, affordable healthcare. United Way endeavors to drive measurable impact by focusing and accelerating our current agenda centered around economic mobility, education, and health initiatives while remaining responsive to community needs with flexibility to respond to critical needs and crises.

The Manager, Hampton Roads Developmental Screening Initiative in partnership with United for Children, a collective impact initiative of United Way 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 Development Screening Initiative.

Commitment to Diversity, Equity, and Inclusion:

We take the broadest possible view of diversity.

We value the visible and invisible qualities that make you who you are.

We welcome that every person brings a unique perspective and experience to advance our mission and progress our fight for the health, education, and financial stability of every person in every community.

We believe that each United Way community member, donor, volunteer, advocate, and employee must have equal access to solving community problems.

We strive to include diversity, equity, and inclusion practices at the center of our daily work.

We commit to using these practices for our business and our communities.

Cultural Competence:

The HRDSI and UfC Manager adapts a lens of cultural competency that conveys empathy, support, and an understanding of the people with whom they work (both internally and externally), unite, and serve. This competency helps to build trust and effective engagement, cultivate stronger relationships, expand our organization's reach, and more effectively and respectfully connect with people regardless of background.

Core Competencies are characteristics that all employees are expected to exhibit as a member of the UWSHR team. These include:

- **Mission Focused:** The top priority is creating real social change that leads to better lives and healthier communities.
- **Relationship Oriented:** Understands that people come before process and is astute in



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cultivating and managing relationships toward a common goal.

- **Collaborator:** Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results Driven:** Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward:** Understands his/her role in growing and protecting the reputation and results of the organization, and thus, the greater network.

Key Accountabilities

1. Educate and provide technical assistance using the ASQ Online Platform.
2. Collaborate with School Systems and The United Way to build collective impact partners to strengthen reading.
3. To advocate for the early learning of children through providing proper screening for them.
4. Provide efficient and timely administrative and operational management of United Way's United for Children Coalition.
5. Support the Education team in cultivating and managing relationships with community partners.
6. Work cross-functionally with UW Resource Development and Marketing teams to develop and communicate compelling messages to collaborating partners, and to the larger community utilizing various media.

Essential Duties and Responsibilities include the following:

Administrative:

- Ensure positive and consistent communication is happening with the following stakeholders:
 - United for Children
 - Funded Partners with a focus on Education
- Lead and manage student interview process for grant award.
- Attend meetings, record, prepare, and distribute meeting minutes in support of Education Initiatives. Conduct post-meeting surveys as needed.
- Provide support for UfC Summer Program requisitions.
- Provide support, including logistics, to the Education Department.

Community Collaboration:

- Effectively communicate UWSHR's Mission and Vision.
- Meet with internal and external stakeholders to improve communication and transparency regarding program implementation, issues, and decisions, including but not limited to:
 - UWSHR Departments, Schools (Public & Private), Colleges, Funders & Donors
- Participate in community events to promote Developmental Screenings, and other offerings from UWSHR Education Department.
- Engages diverse stakeholders to accurately and effectively assess community needs and, with credibility, authenticity, and humility, strategically guide work that contributes to the community's priorities while influencing and inspiring community leaders to partner with United Way to create and implement programs that serve and add value to the community.
- Participate in on-going Professional Development to enhance learning opportunities.



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Data, Research & Reporting:

- Produce ongoing, accurate, and timely monthly reports on program activities related to the HR Developmental Screening Initiative.
- Take a lead role in ensuring the effective and accurate collection of data and helping to streamline organizational reporting processes on a continuous basis.
- Advance agencies capacity to measure results as well as the United Way's ability to document and communicate shared measures.
- Assist with the collection of financial status and data to support reporting requirements as related to grant funded requirements.
- Make recommendations to solve complex problems requiring research and information from multiple sources in a thorough and timely manner.

Program Development & Implementation:

- Provide technical assistance for using the ASQ-3, ASQ-SE-2, and the ASQ Enterprise online platform with network partners.
- 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.
- Manage an annual HRDSI program budget, tracking all expenses for federal grant report.
- Coordinate data sharing results through the execution of MOU's, submission of quarterly reports, as well as analyzing and sharing results with key stakeholders.
- Site visits to the partners in our ASQ online enterprise.
- Attend monthly meetings with HUB leaders that manage developmental screening throughout Virginia

Marketing and Resource Development and Outreach:

- Support the development of successful proposals for Developmental Screening and other Education related initiatives.
- Work effectively with Resource Development and Marketing teams to develop and communicate compelling messages to collaborating partners, and to the larger community utilizing various media.
- Maintain and distribute information (participate in events, announcements, trainings) via email, website, and other platforms, as needed with a primary focus on HRDSI and Education related Initiatives.
- **Other Duties as Assigned.**

Key Skills Requirements

- BA/BS or equivalent practical required
- Knowledge of local community resources and services.
- Experience with community engagement strategies, including coalition building among diverse audiences
- Knowledge of childhood development milestone, social, and emotional learning competencies
- Excellent problem-solving skills.



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- Excellent communication, interpersonal, listening, writing.
- Ability to take tasks to completion with minimal supervision.
- Microsoft Office skills and experience required.
- Knowledge of the ASQ platform and CRM systems
- Commitment to excellence and the mission of United Way.

Working Environment

Typical office environment with some time spent in outside meetings. Nights and weekends may be required for special events or meetings.

Physical Requirements

- Ability to stoop, lift, finger – for example pick, pinch, type, and grasp
- Ability to clearly and concisely express and exchange detailed information and ideas to others accurately via spoken word.
- Exert up to 20 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects.
- The worker is subject to a variety of inside environmental conditions that may occur in an office, a private home, or elsewhere in the community including temperature variations, unpleasant odors, and potential allergens.
- Although inside work is the standard, it is required that the individual be able to travel and may be exposed to a variety of weather conditions.

Interested? Please send your cover letter and resume to humanresources@unitedwayshr.org. We will continue accepting applications until the position is filled.

United Way of South Hampton Roads is an Equal Opportunity Employer. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at UWSHR will be based on merit, qualifications, and abilities. UWSHR does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, veteran status or genetics. Please Note: Requirements, skills, and abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of this position with or without reasonable accommodation. In no instance, however, should the duties, responsibilities, and requirements be interpreted as all-inclusive.