



United Way of Asheville
and Buncombe County

Community Partnerships and Contracts Manager

If you enjoy managing projects and processes, working with technology platforms to create systems and visualize data, and working collaboratively with community members, then United Way of Asheville and Buncombe County is where you need to be. The Community Partnerships and Contracts Manager works with external partners and the Community Schools team. This position focuses on building and fostering relationships with community partners while coordinating processes and working with data on a daily basis.

This is a full-time position with United Way of Asheville and Buncombe County (UWABC). Primary roles and responsibilities include: coordinating key components of the community partner investment process, providing ongoing support and technical assistance to community partners, manage internal systems for tracking, reporting, general project management and continuous quality improvement, serving on internal and external teams that support UWABC and United for Youth's vision, mission and community goal.

The Community Partnerships and Contracts Manager works to promote the foundational principle of the United for Youth Network and Community Schools that "educational excellence and equity are inseparable" as well as the vision, mission, focus and guiding principles of UWABC:

Vision: A united and resilient community where everyone belongs and everyone thrives.

Mission: We mobilize and support a robust network of people, partners, and resources to co-create opportunities for every person in our community to live free from poverty and injustice.

Focus: We employ the community school strategy as the organizing framework for elevating student success, supporting families, and engaging communities throughout Buncombe County.

KEY RESPONSIBILITIES

In conjunction with UWABC's Community Partnerships Director, United for Youth and Community Schools team:

Coordinate key components of the community partner investment process:

- Craft Requests for Proposals (RFPs), applications and selection process documents
- Recruit, train and support review team volunteers
- Ensure documents are available in relevant languages of applicants and review team volunteers
- Coordinate interpretation/translation services when applicable
- Manage technical aspects of the application process - including utilizing software applications that support the process

Provide ongoing support and technical assistance to community partners in the areas of:

- Contract development and management
- Co-creating performance measures as it relates to United for Youth community level indicators
- Data tracking and reporting
- Navigating changes, challenges and barriers to service delivery
- Evaluation and continuous quality improvement

Manage internal systems for tracking, reporting, general project management and continuous quality improvement. Examples include:

- Database of contracted partners, performance measures and reporting mechanics
- Data visualization software

- Scheduling applications
- Budget and invoice management and tracking

Serve on internal and external teams that support UWABC and United for Youth's vision and mission

Examples include:

- UWABC cross-departmental teams
- United for Youth Results-based Accountability (RBA) workgroup
- Aligned local boards or coalitions
- Performs other related duties as assigned.

Ideal and Minimum Requirements

This position requires adaptive leadership skills that foster strong relationships with diverse groups of people and technical skills such as detail-oriented planning and implementation of community partners Request For Proposals, application and selection processes.

- Bachelor's degree in social sciences, nonprofit management, business administration, or related fields or comparable related experience and training
- Understanding of our public education system and youth service organizations
- Ability to support equity-centered goals for both student and systems level change
- Experienced and skilled in community and/or school-based equity work including but not limited to: relationship development with diverse groups of people, creating safe and inclusive group dynamics, program development and evaluation, public speaking, professional written communications and reporting, data/information management
- Knowledge of and experience with (or willingness to develop expertise in) at least one of the following: collective impact, Results-Based Accountability (RBA), improvement science, systems thinking/practices
- Demonstrated ability to quickly learn new systems and skills as needed
- Commitment to the mission and values of United Way of Asheville and Buncombe County

Technical Skills, Abilities and other Requirements

- Working knowledge and experience of Google Suite applications and ability to learn and routinely utilize relevant computer programs/software. Examples include Airtable, ASANA, PowerBi, Salesforce, Calendly, etc.
- General attributes: works effectively with people from different backgrounds and with different interests and levels of technical skill, strong self-motivation, and works well both independently and on teams
- Ability to define problems, collect data, establish fact and draw valid conclusions
- Ability to communicate (oral and written) in English
- Multilingual abilities are preferred, not required
- Valid North Carolina Driver's License with a driving record that meets insurance requirements

Physical/Mental Abilities:

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

While performing the duties of this position, the employee is regularly required to:

- Sit, stand, walk, reach with hands and arms, talk and hear
- Use finger and hand motion
- Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus
- Moderate level of stress caused from tight deadlines
- Moderate level of mental and/or visual fatigue and/or eyestrain may result from looking at a computer screen for extended periods of time
- Occasional work in the community at community partner events

- Occasional work outside of normal business hours
- Occasional travel is required
- Moderate office noise level

This position is exempt from overtime regulations.

Reports To: Director of Community Partnerships

Supervises: 0

Hours: 40/week - staff continues to work remotely with the intent to phase back into the office to some degree in the coming months

Hiring Range and Benefits: \$41,212- \$45,792 annually plus full benefits, including: paid vacation, sick and personal leave; employer contributions to 401(k), contributions to health, dental and vision insurance benefits, life and disability insurance, and coaching and support

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