

Position Description

Job Title: Community Partnership School Director
Department: Community Partnership Schools
Reports to: Vice President, Community Partnership Schools
Status: Exempt
Salary Range: \$48,000-\$55,000
Location: Lee, Hendry and Glades Counties
Application Deadline: December 9, 2022, 4:00pm
Submit Cover Letter and Resume: angela@unitedwaylee.org

ABOUT UNITED WAY OF LEE, HENDRY, AND GLADES

United Way of Lee, Hendry, and Glades (UWLHG) is a volunteer driven organization dedicated to improving the quality of life for all people in our community. This is accomplished through fundraising, fund distribution (90+ partners), community building, volunteer advancement, and information and referral. UWLHG is an \$16 million nonprofit social services organization, with over 70 employees in four locations, with the main campus located at 7273 Concourse Dr., Fort Myers, FL 33908. The majority of funding is from private donations, although UWLHG also receives local, state, and federal grants.

BASIC FUNCTION

Guides high-quality program development, implementation, and management of the Community Partnership Schools. Develop and nurture positive relationships with school administrators and relevant community agencies to operationalize the partnership, as well as work closely with the University of Central Florida support staff to monitor, report, and meet outcomes of the Community Partnership School grant.

JOB DUTIES AND RESPONSIBILITIES

1. Participate in strategic planning with University of Central Florida, and community partners including Florida Gulf Coast University, Lee Health, and The School District of Lee County.
2. Identify, develop, and implement exciting and engaging programming that supports the collective vision of community schools.
3. Develop and market programs that aim to increase educational opportunities and social connections for the students, as well as their families.
4. Develop and enhance parent involvement in class activities, connecting them with resources when appropriate.
5. Identify providers for health care, translation service, after school programming, etc.
6. Negotiate local collaborative service agreements and contracts in conjunction with school leadership.

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7. Ensure that the Community Partnership School program meets all licensing, contractual, quality management and outcome standards and requirements, in partnership with the University of Central Florida.
8. Develop and regularly monitor the budget of each funding source and corresponding service array.
9. Coordinate billing and budgeting with the United Way Finance Department.
10. Implement and manage the evaluation and reporting of data from each of the service areas.
11. Represent the community school at pertinent meetings / functions.
12. Attend trainings and site visits as required.
13. Direct contract management activities for program and develop plan for sustainability.
14. Participate in fundraising and grant writing activities.
15. Participate in the quality improvement process and conduct performance evaluations.
16. Recruit, hire, train and supervise Community Partnership School program staff.
17. Develop procedures and policies as needed.
18. Provide monthly updates of the Community Partnership School for Community Impact to present at the monthly Board of Directors meetings.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Supervisory Responsibilities: Oversee the Community Partnership School staff, volunteers, and interns. Maintain confidentiality and adhere to HIPAA regulations.

Qualifications: The following requirements are representative of the knowledge, skill and/or ability required to satisfactorily perform the essential job duties.

Education and/or Experience: Graduation from an accredited college or University with a Master's degree in a Human Services related field, Five (5) years' experience in children's services, education or community health and two (2) years' program development and administration experience.

Knowledge of Volunteer and Relationship Management, Community Relations, and Project Management.

Interpersonal Skills: Excellent active listening, and interpersonal skills required. Strong problem solving, critical thinking, prioritization and judgment skills required. Business writing skills are necessary. Strong administrative and operational skills essential.

Language Skills: Ability to write reports and business correspondence. Ability to present information to and respond to questions from groups of diverse organizational employees, managers, and senior level high profile decision makers.

Computer Skills: Requires knowledge of MS office software and data base programs.

Presentations Skills: Public speaking is required.

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Preferred: Local experience and interactions with the School Board and/or school administrators in the Lee County, Florida community. Has community engagement experience.

Licenses: Valid Florida Driver's License with a driving record that meets our insurance guidelines.

Other Skills: Problem solving, critical thinking capabilities and cultural diversity skills.

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 sit, talk and/or hear. The employee is frequently required to use finger and hand motion and occasionally to stand, walk and reach with hands and arms. The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 40 pounds. There may be additional physical requirements associated with events or special projects. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job operates in a professional office environment, off site venues and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

This is a full-time position. Days and hours of work are typically weekdays between 8:00 am – 5:00 pm. Evening and weekend events to be required as job duties demand.

United Way is an equal employment opportunity employer and does not discriminate against any person because of race, color, creed, religion, sex, national origin, disability, age, genetic information, or any other characteristic protected by law. This nondiscrimination policy extends to all terms, conditions, and privileges of employment as well as the use of all company facilities, participation in all company-sponsored activities, and all employment actions. United Way will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

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Terms of employment are subject to satisfactory negative drug testing as part of our drug-free workplace program. Level II background screening will be conducted because of the nature of the position. Applicants may be asked to take an online skills assessment.

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Additional Information:

UWLHG is an exceptional workplace that can provide you with:

- Opportunity to work with smart, passionate, and enthusiastic team members and volunteers
- Working with diverse staff and other constituents
- Culture of high-performance expectations and accountability
- Exciting and challenging work
- Opportunity to help solve the community’s toughest problems
- Competitive pay that is commensurate with demonstrated successful performance and experience
- Paid Health and Dental Insurance for employee, 401k, and Monthly Accrued PTO

I understand and agree to the duties and expectations of my role as outlined in this job description.	
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Employee Name	
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Employee Signature	Date

Revision Date: October 2022

