



United Way of Lee, Hendry, and Glades

Position Description

Position Title: Community Partnership School Director

Supervisor: Vice President, Community Partnership Schools

Classification: Full Time, Exempt

Salary Range: \$48,000-\$55,000

Location: Lee, Hendry, Glades Counties

Application Deadline: November 8, 2024, 4:00pm

Submit Cover Letter and Resume: Lisette@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 a \$20 million nonprofit social services organization, with 80 employees in five locations with the main campus being located at 7273 Concourse Drive, Fort Myers, FL. The majority of funding is from private donations although UWLHG also receives local, state, and federal grants.

Position Summary:

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.

Essential Functions

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 within conjunction with school leadership.

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

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.

Education, Skills, and Experience:

- Master's degree in a Human Services-related field from an accredited college or University preferred.
- Minimum of five (5) years' experience in children's services, education, or community health, with two (2) years in program development and administration. Knowledge of volunteer management, community relations, and project management.
- Interpersonal: Excellent active listening, interpersonal, and cultural diversity skills. Strong problem-solving, critical thinking, prioritization, and judgment abilities.
- Communication: Proficient in business writing, report preparation, and public speaking. Able to present information and respond to diverse groups, including employees, managers, and senior leaders.
- Technical: Proficient in MS Office and database programs.
- Administrative: Strong operational and organizational skills.
- Preferred: Local experience with the School District of Lee County and/or school administrators. Experience in community engagement.

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

Physical Requirements & Working Conditions

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. While performing the duties of this job, the

employee is regularly required to sit for long periods of time, 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 department meetings/events. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus. Requires talking, hearing, and visual acuity sufficient to perform these major functions. Occasionally, the work of this position is spent at offsite meetings, or event locations within Lee, Hendry, or Glades County.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. This job operates in a professional office environment, including occasional 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 Monday through Friday, typically 8 a.m. - 5 p.m. Evening and weekend events may 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, 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 undue hardship.

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.

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