

Black Hills Reads Director

United Way of the Black Hills

This position provides strategic and program leadership for the Black Hills Reads initiative. The initiative is part of the National Campaign for Grade-Level Reading movement. The goal is to improve early grade reading success for all Black Hills area children and promote reading on grade-level by third grade. The Director provides oversight of activities to deliver community level solutions to improve school readiness, attendance, summer learning, parent engagement, healthy readers, and reading success. They will work closely with a variety of stakeholder groups, develops plans for campaign implementation, and tracks results. This position works closely with the United Way of the Black Hills Executive Director and staff in a collaborative and cohesive manner to reach the organization's goals.

Responsibilities:

- Collaborates with stakeholders to develop and implement the initiative.
- Informs and advises stakeholders regarding progress within the initiative and strategies to maximize resources and collective impact.
- Communicates pertinent information supporting the initiative via social media and other mechanisms.
- Facilitates involvement, improvement and collaborations among a variety of stakeholders.
- Supports development of an action plan in newly recruited communities and supports existing communities in the implementation of the progress and sustainability indicators.
- Develops community level solutions with a focus on school readiness, summer learning, chronic absence, school readiness and third grade proficiency.
- Coordinates events for Black Hills area communities to provide support for action plan implementation and assessment.
- Strengthens communities' participation and engagement in national opportunities and recognition by providing support to complete the national-level applications, processes, etc.
- Pursues funding for the initiative through grants, sponsorship solicitations, and campaign presentations.
- Attends webinars, conference calls, and face to face meetings as required.
- Completes record keeping activities.
- Maintains knowledge and understanding of research-based best practices for early literacy development of young children, school readiness, school attendance, and summer learning.
- Promote Dolly Pardon's Imagination Library Program throughout the Black Hills area communities.

Essential Functions:

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the Executive Director.

1. Provides leadership in the development and implementation of the initiative.
2. Participates in the processes and procedures of the initiative.
3. Supports growth of and provides technical assistance to educational entities and organizations

Leadership:

Responsible for exhibiting professionalism and leadership qualities on behalf of the United Way of the Black Hills, working with the Board of Directors, staff and volunteers in the pursuit of UWBH's mission and attainment of its strategic goals. Essential duties and responsibilities include leadership, management of initiatives, and resource development.

- Act as a spokesperson for United Way of the Black Hills as directed by the Executive Director.
- Represent the United Way of the Black Hills at community activities to enhance the organization's profile.
- Assist the Executive Director in the development of appropriate and inclusive partnerships with civic organizations, community foundations, chambers of commerce, local governments, local media, and other human/health service organizations.

Skills/Experience/Training Required:

- Experience in organizational and community development principles and practices.
- Strong communication (verbal and written) and interpersonal skills.
- Gather information throughout the year, both personal stories and organizational data that will help promote UWBH Black Hills Reads Initiative that demonstrates the impact we have in the community.
- Must have the ability to present information and data in written, electronic, and oral forms to diverse target markets.
- Practical understanding of research and statistics and the ability to articulate results.
- Ability to analyze problems, develop and implement creative solutions.
- Advanced computer abilities; Microsoft Office applications; internet literate.
- Understanding and application of outcome measurement, program evaluation and planning.
- Well-developed technical and analytical skills related to planning and evaluation.
- Proven track record of teaming with staff, volunteers and a diverse group of stakeholders.
- Ability to plan and manage multiple tasks.
- Skill in exercising a high degree of initiative, flexibility, judgment, discretion, and decision making.

Skills/Attributes:

- Effective Team Worker
- Group/Meeting Facilitation
- Ability to Present to Groups
- Strong Writing Ability
- Positive Attitude
- Commitment to Learning
- Positive. Flexible attitude with a high level of energy
- Passion for UWBH and the National Campaign for Grade-Level Reading Initiative mission(s).

Core Competencies:

- **Results Orientations:** The capacity to be energized and excited by challenging objectives and a concern for exceeding goals set by self or others; achieves high level, sustainable performance.
- **Integrity:** Consistently honoring commitments and taking responsibility for actions and words.
- **Flexibility:** Demonstrates adaptability and openness to alternative solutions and flexibility when interacting with others, understanding their attitudes, needs, interests, and perspectives.
- **Continuous Learning and Self Mastery:** Develops and applies skills and capability by continual on-the-job learning; learns quickly when facing new challenges; continually focuses on personal development and growth.
- **Inclusiveness:** The ability to network and partner with all stakeholders including broad and diverse representation of private/public and traditional/non-traditional community organizations.

Experience Required:

- Candidates should have a minimum of a bachelor's degree in a related field or 5 years extensive related experience.
- Excellent written, verbal, and communications skills that include proficiency in public speaking.
- A high level of discretion, ability, and accountability to perform tasks without direct supervision.
- Strong working knowledge of area non-profit sector and of the UWBH.

Physical Requirements:

- Employee is regularly required to sit, stand, walk, reach with hands and arms, talk, and hear
- Must be able to speak clearly and communicate effectively, courteously and with a professional manner
- Must be able to lift and carry objects up to 30 pounds on occasion
- Frequent travel is required throughout the Black Hills. Must have dependable vehicle with a valid driver's license
- Must be able to work flexible hours which may include evenings and weekends as needed
- Must be able to handle a moderate level of stress periodically caused from tight deadlines
- Must be able to handle moderate office noise

To Apply:

Please e-mail a copy of your **resume** and a **cover letter** to jamie@unitedwayblackhills.org by Sunday, **February 18, 2018**.