

United Way for the Greater New Orleans Area  
**JOB DESCRIPTION**  
 Director of Youth and Education Initiatives

<b>Position Title:</b> Director of Youth and Education Initiatives	
<b>Reports to:</b> Vice President, Children & Families	
<b>Location:</b> 2515 Canal Street, New Orleans, LA	<b>Division:</b> Community Impact
<b>Classification:</b> Exempt-Administrative	<b>Supervises:</b>
<b>General Functions:</b> Responsible for the direction, management, and operational quality of United Way's Youth & Education initiatives, in support of children having the opportunity to become productive, engaged adults.	

**ESSENTIAL FUNCTIONS**

The statements below reflect the items considered necessary to describe the essential functions of the job identified and shall not be construed as a detailed description of all work requirements that may be inherent in the job.

1. Provide overall professional support to the Youth & Education Initiatives in context with the impact area strategic plan, building upon the existent partnership base, collaborating with other youth initiatives, soliciting participation from schools, assuring quality operations to achieve desired outcomes, and with the impact area vice president negotiating and securing initiative funding.
2. Serve as lead staff to the New Orleans Kids Partnership, facilitating and managing leadership and working group meetings, membership recruitment and retention, and other related supports to assure that the desired outcomes are achieved.
  - Identify and convene a Youth & Education Steering Committee to facilitate the direction and operational excellence of the assigned initiatives, integrating and aligning the work with the *Success for Children & Families* Strategic Plan.
  - Assure that program compliance standards are met, including accurate and timely reporting to all funders.
  - Assist in development, logistics and organizational needs of collaborative projects.
3. Provide support to the *Successful Children & Families* impact area strategic plan and funding process by sharing pertinent knowledge, researching best practices, gathering, analyzing, and interpreting data, developing reports, and participating in the impact area fund distribution process.
4. Coordinate and manage Unified Summer Grant funding process and other related efforts as they evolve.
5. In conjunction with Marketing staff, plan and coordinate marketing activities including news releases, media coverage, brochures, website, etc. relative to assigned duties
6. In conjunction with the Vice President for Children & Families, develop and implement fiscal and budgetary procedures; develop initiative budgets and monitor expenses; develop mechanisms for distribution of grant designated funds through the initiative.
7. Stay abreast of national, regional and local trends, policies, best-practices and current evaluation measures to help the initiatives reach desired outcomes; identify and solicit opportunities to expand activities that support the initiatives' overall goals.
8. Develop and/or support grant writing efforts designed to continue and enhance United Way's Youth & Education Initiatives.
9. Supervise assigned staff, student interns, and/or VISTA volunteers providing professional advice, direction, and coaching as indicated. Assure timely performance evaluations and feedback to accomplish work plan responsibilities.
10. Serve as the primary party for internal (e.g. Steering Committee) and external (e.g. America's Promise, evaluators, community) communication as related to United Way's Youth & Education Initiatives; represent United Way in collaborative efforts with government entities, nonprofits, and business.
11. Perform other work related duties as assigned.

**JOB QUALIFICATIONS AND SKILLS**

- A. Masters degree in business, public administration, human services, community development or related field or a Bachelors degree with a minimum of 3 additional years experience related to youth development and/or education.
- B. Four years human service or business management experience, preferably in the nonprofit, youth development sector; experience implementing community-based programming, audit and budget analysis, fund development/grant writing and outcomes measurement desired.
- C. Strong analytical and summation skills, ability to analyze complex issues and to provide synopses of critical points.
- D. Ability to organize and manage multiple projects, operate at a systems level, and simultaneously differentiate as to the relationship between a system and its parts.
- E. Ability to adapt to changing circumstances and cognitively respond appropriately and with discretion.
- F. Strong interpersonal and group facilitation skills, networking, coordinating collaborative activities among organizations
- G. Good oral and written communications skills with a can-do, problem solving orientation.
- H. General computer literacy with a working knowledge of Microsoft Excel, Outlook, and Word.
- I. No outside business interests that may conflict with the organization's goals and objectives and not explicitly approved by the Executive Vice President.

Date Reviewed with Director: \_\_\_\_\_

Signed by Director: \_\_\_\_\_

Signed by Vice President: \_\_\_\_\_