



GENERAL JOB INFORMATION	
Title:	Family Connects Exploration Manager
Reports To (Title):	Director of Education Innovation
Job Type:	Manager
Department:	Community Impact - Education
FLSA Classification:	Contract Position (approximately 9 months w/benefits)
Date Last Reviewed:	June 7, 2017

JOB SUMMARY
<p>The Family Connects Exploration Manager drives the incubation phase of the Family Connects project. This includes: assessing feasibility, supporting planning teams and managing relationships with key stakeholders to decide how to replicate a Family Connects model in the Tri-County region. This work will happen under the direction of Trident United Way’s Director of Education, with close collaboration with Tri-County Cradle to Career, and should culminate in a community-led, informed decision to implement the program (or not).</p> <p>For more information about the Family Connects model and its critical components, visit: http://www.familyconnects.org/.</p>

CORE FUNCTIONS
<p>Core Function 1: Serves as primary relationship and project manager for the Family Connects exploration process in collaboration with the Family Connects team, Trident United Way staff, Tri-County Cradle to Career, K-Readiness Guiding Team, hospitals, and other relevant stakeholders. Manages and tracks exploratory phase milestone accomplishment as proposed by the Family Connects team.</p> <p>Core Function 2: Manages and prepares ongoing communications, in collaboration with the Director of Education, including emails, meeting presentations, and large group convenings and board presentations. Intended recipients may include project managers from identified health systems, key nonprofit and government representatives, organization data specialists, leadership groups comprised of TUW, Hospital and TCCC senior leaders/C-suites, the Kindergarten Readiness Guiding Team, Community Impact Council, etc.</p> <p>Core Function 3: Develops artifacts relevant to the project including project plans with varying milestones, owners, and dependencies; provides on-going written updates for the team leads; develops meeting notes with action plans and/or deliverables for each meeting; manages development of implementation framework for hospital networks.</p>

ADDITIONAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Schedules all meetings • Ensures attainment of project deliverables and fulfillment of tactical objectives

QUALIFICATIONS
<p>Education</p> <ul style="list-style-type: none"> • Bachelor’s degree in public health, education, public administration or related field required. Master’s preferred.
<p>Experience</p> <ul style="list-style-type: none"> • At least 3 years proven success in the public health, nonprofit or community development domain. • 2 years project management experience.
<p>Skills</p>



- Strong project management skills and ability to balance complex, multi-faceted initiatives with competing priorities
- Strong written and oral communication skills.
- Highly entrepreneurial and action-oriented personality
- Experience with the Collective Impact discipline and continuous quality improvement methodologies
- Experience using data to drive collective decision making
- Excellent interpersonal skills and effective oral and written communication that supports the involvement, engagement, ownership and transparency among diverse stakeholders
- Ability to anticipate and recognize hurdles/obstacles and to broker collaborative problem-solving and issue resolution
- Facilitative leadership style and the ability to provide continuous, strategic communication to multiple audiences
- Ability to be flexible and adapt to changes within both the organization and community
- Ability to work effectively in a fast-paced performance management culture
- Attention to detail
- Advanced proficiency with Microsoft Office Suite required
- Ability to work independently and as part of a team
- Thrives in a cross functional and cross-divisional work environment
- Ability to use technology for network facilitation and project management

PHYSICAL DEMANDS OF JOB

- This job requires exerting up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Worker must frequently use typical office equipment (telephone, copier, printer, fax, etc.).
- Worker sits most of the time.
- Worker communicates with constituents, clients, and/or partners by phone and in person.
- Routinely required to walk and regularly travel by car.

WORK ENVIRONMENT

Primarily works in a climate controlled office-based setting.

Please Note: Requirements, skills, and abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of this position with or without reasonable accommodation. In no instance, however, should the duties, responsibilities, and requirements be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Duties, responsibilities and activities may change at any time with or without notice.