SUMMARY
United Way of Greater Milwaukee & Waukesha County (UWGMWC) has a unique position for a Portfolio Manager, Education reporting to our Vice President of Community Impact to manage all work within the focus area of Education, including regularly funded program partners, discretionary funding, Milwaukee Succeeds funding, and community initiatives focused on youth and education.

This individual will manage the Education Portfolio (57 regularly funded programs), an approximate annual investment of over $9,000,000 in addition to relevant discretionary funding and initiatives. Position is responsible for creating and sustaining community impact using partnership development and outcomes funding as key methods.

Other duties include:
- Serve as lead staff for community initiatives focused on children and families, early childhood education, youth development, out of school time, parent engagement and emerging funding priorities such as foster care.
- Identify and research education and social trends in the community in order to drive United Way funding priorities.
- Help inform Community Impact Division investment strategies and directions.
- Create and manage strategic plan for Education with input from Education Advisory Committee.

United Way focuses on Education: Helping Children & Youth Achieve Their Potential
Education investment goals are to provide funding to increase the number of children who:
- Enter school ready to succeed
- Read proficiently by 3rd grade
- Are on track to be promoted to the next grade level
- Display improved cognitive, social and/or physical skills
- Graduate from high school on time
- Are prepared for success in college, work and life

KEY JOB FUNCTIONS
Manage Education Investments
Develop an investment/allocation plan that includes achievement of measurable results and alignment with community visions and impact areas estratégicas within the Education portfolio.

Specific responsibilities include but are not limited to:
- Prepare evaluation reports on funding proposals through review of goals, objectives, budgets, and outcomes using site visits, staff interviews and volunteer committee.
- Ensure allocation processes for existing programs and develop new community partners in underfunded areas.
- Develop funding priorities within Education strategies to maximize potential for community impact.
- Analyze program outcomes against Community Impact Area indicators and logic models.
- Prepare and implement strategic and technical plans for the investment of funds in Education strategies and initiatives.
- Research needs, resources, gaps in services through collaboration with volunteers and agency advisory groups to develop solutions to community problems in identified strategies.
- Facilitate meetings, including, moderating, summarizing, analyzing and reporting group discussions and recommendations.
- Build effective relationships with county government, agencies and other organizations in Greater Milwaukee.
• Design, develop, coordinate and implement Community Learning Opportunities, year-end report trainings and other learning/training needs of program partners.

• Provide direct assistance to agency staff and volunteers to implement United Way’s expectations and policies for service-delivery and administration.
  o Support technical needs with preparation of proposals, outcomes reporting and other documentation required.
  o Consult on modifications or redirections of program design.
  o Communicate/implement corrective action when necessary.
  o Respond to questions, appeals and other concerns.

• Maintain positive agency relations by attending meetings and events as requested and able.
• Identify opportunities for, and encourage agency collaboration and partnerships to improve outcomes.
• Encourage collaboration with corporate and foundation sectors to maximize the development and use of resources, using impact data to demonstrate investment effectiveness.
• Directly support the annual campaign through talks, training and outcome/impact examples.

Manage Education Strategies
• Serve as lead staff person for United Way lead initiatives in Education:
  o Helping Kids Succeed
  o Milwaukee Summer Reading Partnership
  o Lead2Change Partners in Philanthropy

• Represent United Way on education-related committees and workgroups. In particular, on community initiatives focused on Education-related issues included in this portfolio, such as but not limited to:
  Milwaukee Succeeds
  Community Schools Partnership
  Beyond the Bell
  Youth Funders Collaborative
  Youth Violence Prevention Initiative
  Arts Education Initiative

Volunteer Resource Development
• Provide staff support to Education Ancillary Group.
• Carry out identification, recruitment, orientation, and use of volunteers in program review and allocations.
• Provide oversight in scheduling volunteers for site reviews, program operations, and agency operations.

Grant Support
Work with grant team to insure that Community Impact language and data is included in applications. Provide writing and editing support to grant-lead, and identify potential opportunities for additional funding for Education portfolio and strategies.

Cross-Division Support
Serve as Division point person for Volunteerism, ensuring that United Way’s community impact message is mainstreamed into annual community campaign’s strategic vision, volunteer efforts, and engagement. Provide information on trends related to a variety of community issues (e.g., education, etc.) to other United Way staff and community groups.

Supervisory Responsibilities
Potential Reports: Public Ally, Social Work Interns (MSW, BSW)
KEY REQUIREMENTS

Education and/or Experience:
- Graduate degree in Social Work, Education, or related field required.
- 4-6 years of health and human services experience.
- Evidence of ability to develop collaborative efforts.
- Demonstrated success in problem anticipation and resolution.
- Ability to work well independently and within a team including staff and volunteers; interpersonal skills and coaching techniques.
- Ability to present ideas and proposals in clear, concise, motivational manner, both in writing and verbally.
- Ability to recommend and implement policy/procedural changes and recordkeeping skills.
- Understanding of community needs and strategies to promote Education-enhancing programs and strategies.
- Ability to utilize and articulate strategies to promote community impact.

Language Skills: Ability to work in a complex environment using technical and interpersonal skills. Ability to communicate and work effectively with volunteers and others in the community representing a broad range of interests and backgrounds. Demonstrated excellent verbal and written communication skills. Good understanding of group dynamics and group facilitation skills. Ability to respond to common inquiries or complaints from customers. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Other Skills: Experience in working with software, such as Microsoft Word, Outlook, Excel or other similar programs and knowledge of computer-based outcome reporting systems. Demonstrated capacity to handle financial development opportunities related to investment portfolio. Ability to establish good working relationships with a variety of publics, including staff members, volunteers, contributors, member and non-member agency representatives, alternate federations and vendors.

TO APPLY:
For further job criteria and complete details, click on: https://www.milwaukeejobs.com/j/14174609. If you meet or exceed job requirements, please apply directly at this web address today. Please indicate salary requirements.

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