

JOB DESCRIPTION

TITLE Manager, Policy and Programs		Division UWDE- DEAN
GRADE 3	FLSA E	REPORTS TO Regina Sidney-Brown
DATE TBD		

EXPECTATION FOR ALL EMPLOYEES:

Support the mission, vision and values of United Way of Delaware (UWDE), Delaware Afterschool Network (DEAN) and Delaware 2-1-1 (DE211). When appropriate, participate in various after hours and weekend activities that benefit UWDE/DE211, DEAN and the community. Due to the leadership role DEAN is called upon to play in the community, it is the expectation that all staff will be fully engaged in community meetings, events and activities.

POSITION SUMMARY:

The Policy and Program Manager provides critical leadership and support for DEAN's impact. The Manager leads the research, implementation and continuous improvement of DEAN's policy and practice work. IN that role, the incumbent will gather and synthesize data from national, state and local levels to identify policy solutions for current and coming afterschool needs for program, families, school and community. Incumbent will also draft such policy recommendations and lead planning & execution for stakeholder engagement supporting such policy efforts. Additionally, the Manager will work with the DEAN Director and key partners to develop, coordinate and drive the DEAN's related initiatives. The Manager will support the design and delivery of professional development opportunities, advocacy and shaping of policy that advances out-of-school time learning and brings together local, state and national afterschool champions.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Research and analyze data to support all DEAN activities, with a particular focus on policy.
- Lead drafting of policy plans, related stakeholder engagement and advocacy efforts.
- Design and coordinate resources, initiatives and strategies for afterschool, out of school and summer learning programs.
- Support coordination of DEAN initiatives, activities, and events, including the annual conference, governing board meetings (Leadership Council and Steering Committee), quarterly stakeholders' meeting and webinars.
- Contribute to DEAN communications plan, including communication with the governing board, DEAN HUMP DAY E-Newsletter and social media.
- Work with DEAN Director, UWDE Marketing and Communications department and consultants on website and social media marketing and communication efforts.
- Support DEAN's policy efforts statewide and nationally.
- Monitor, document and provide analysis of the state of afterschool in Delaware.
- Attend state and national conventions.
- Increase DEAN's visibility especially social media presence and represent DEAN as needed.
- Other duties as assigned by DEAN Director

QUALIFICATIONS/ SKILLS AND KNOWLEDGE REQUIREMENTS

Education Requirements:

Bachelor's degree required.

Experience Requirements:

- Three years working with policy, advocacy and community engagement preferred.
- Three years working with or in an afterschool, out of school or summer learning programs preferred.
- Successful experience with and commitment to afterschool, out of school and summer learning. Strong communication and relationship-building skills; ability to work well with diverse groups including partner education organizations and government officials.
- Excellent organizational skills; self-starter; exceptional attention to detail.
- Track record thriving in a team-driven, collaborative work environment.
- Demonstrated ability to successfully manage multiple work streams simultaneously.

- Proficiency with technology and social media. Experience with WordPress is preferred and interest/experience in graphic design or data visualization is a plus.

Core Competency Requirements

- Critical Thinking and Creative Problem Solving – Is able to address and manage complex issues to achieve desired results. This includes the ability to gather, interpret and use relevant data to drive strategy development, make decisions and drive for results.
- Planning and Implementation – Is a leader and takes initiative in planning and developing initiatives within impact areas to achieve results that drive collective community outcomes.
- Results-Driven – Our staff is dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- Effective and Engaging Communicator – Is an effective and passionate communicator, articulating the United Way message in a way that inspires others to act in service to the organization and the community.
- Embracing and Managing Change - Champions and facilitates change to ensure long-term community sustainability. He/she adapts successfully to changing needs while maintaining positive relationships with all constituents, internal and external.
- Strategic Relationship Building - Develops and maintains strategic relationships that generate the resources necessary to support United Way's mission.
- Entrepreneurial and Innovative - Creatively seeks new opportunities to generate revenue and other resources that add greater value to the organization and the community.

Physical/Environmental

- Statewide travel (use of personal vehicle, valid driver's license and proof of insurance) required.
- Occasional out-of-state and overnight travel may be required.
- Environmental conditions include the ability to work indoors and outdoors year-round.
- Ability to stand, walk, bend, reach, and sit for extended (eight hours or more) periods of time and the ability to lift minimally 25lb objects and move from one place to another.

ACKNOWLEDGEMENT OF UNDERSTANDING: The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

PRINT EMPLOYEE NAME

EMPLOYEE SIGNATURE/DATE