

UNITED WAY FOR SOUTHEASTERN MICHIGAN

ROLE DESCRIPTION

Role: Manager, Literacy Initiatives
Department: K-12 Education and Community Initiatives
Position Funding Source: GM Grant
Job Grade:
Reports to: Senior Director of K-12 Education & Community Initiatives

Overview:	<p>At United Way for Southeastern Michigan, we strive to ensure ALL children have the tools and resources necessary to thrive. Addressing our region's literacy challenges is core to our larger mission of improving communities and individuals' lives in measurable and lasting ways. Through this role, the Manager, Literacy Initiatives is responsible for managing United Way for Southeastern Michigan's (UWSEM) literacy agenda. This includes its literacy programming and strategy throughout the region. In partnership with the Education team leadership, the manager will develop and execute literacy programming strategy. In concert with the education and early childhood teams, they will facilitate and support the strategic project planning of literacy initiatives throughout the region, representing UWSEM to external audiences and engaging a broad spectrum of community partners and community leaders in UWSEM's mission.</p>
Key Responsibilities:	<p>The Manager, Literacy Initiatives will serve as lead staff for literacy initiatives aligned to the work of the education team and will:</p> <ul style="list-style-type: none">• Use data to drive education and community school initiatives and community strategies related to literacy• Work collaboratively with UWSEM education team and other staff, school districts, and external partners to effectively execute literacy initiatives• Deliver a range of projects to support the literacy and language development for grade-level reading efforts, including the oversight of our My Home Library initiative, and our Little Free Library initiative, and establish partnerships with local libraries to further the work of increased literacy in the region.• Facilitate the development of regional early literacy programming to support a sustainable network of literacy supports for ALICE household families• Support the drafting of grant applications and the monitoring of and reporting on open grants

	<ul style="list-style-type: none"> • Work in collaboration with UWSEM teams to execute community wide literacy events across the region • Monitor existing partnerships with school districts, collaboratives, and other stakeholders across the region and projects for impact and effectiveness. Manages the life cycle of literacy programs and activities to ensure compliance with budgets and timetables. • Work in partnership with local municipalities to increase access to books and promote best practices to increase our region's literacy rate amongst children • Draft reports and presentations for internal and external use, including overviews of the body of work that are grounded in data, desired impact, and progress towards priorities because of our initiatives. • Monitor program budgets and create work plans for projects and initiatives • Participate in regional literacy focused collective impact initiatives, including 313 Reads and Pontiac Reads. • Responsible for envisioning, designing, and implementing new literacy programs as needs and as circumstances arise. • Other duties as assigned.
Competencies:	<ul style="list-style-type: none"> • Project Management Skills • Tenacity • Adaptability • Relationship Management • Communicates Effectively Verbally and in Writing • Continuous Learner • Self-Management • Drives for Results • Problem Solving • Critical Thinker

<p>Qualifications:</p>	<ul style="list-style-type: none"> • Expert knowledge of project management skills, tools, and the project life cycle • Impact and outcome-driven • Excellent in problem-solving and organizational skills • Great attention to detail • Expert knowledge of the proven collective impact and innovation models • Ability to develop relationships and work collaboratively with a wide range of stakeholders • Strong understanding of partnering school district and community cultural, political, and economic challenges • Demonstrated success in problem anticipation and determining resolutions • Ability to work well independently and within a team including staff and volunteers, and interpersonal skills. • Ability to present ideas and proposals in a clear, concise, motivational manner, both in writing and verbally. • Understanding of community needs and strategies to promote community and/or education-enhancing programs and strategies. • Ability to utilize and articulate strategies to promote community impact. • Effective facilitation and collaboration skills, strong leadership, creative and independent thinking • Strong computer and technology knowledge, including proficiency in Microsoft 365. Experience in organizational change and change management experience
<p>Education and Experience Requirements:</p>	<ul style="list-style-type: none"> • Bachelor's degree in Social Work, Education, or related field required. Masters or other advanced degrees are preferred in a related field. • 3-5 years of experience working with community, corporations, and schools.