

United Way of Washington County

Job Description

POSITION TITLE: **INSPIRE Washington County Director**
 Full-time Position

ACCOUNTABILITY: Reports to Community Impact Senior Director

United Way of Washington County's role is engaging, convening and mobilizing community resources to address root causes of the county's pressing health and human service needs in three primary areas: Education, Financial Stability and Health. Our goal is to engage communities to create lasting positive changes to community conditions. Candidates should desire an opportunity to drive and compel change uniting schools, businesses and community to focus on our students and the creation of a future talent pipeline.

Responsibilities:

Public Awareness, Community Outreach and Membership

- Develop and implement an outreach communication plan to effect community/stakeholder enthusiasm and alignment. Specifically engage and gain support of parents.
- Recruit and gain commitment from business leaders across sectors to support and participate in INSPIRE.
- Work with Inspire/Career Cruising to ensure we are using data and mining tools effectively.
- Facilitate communications/best practices among business, education, and parent groups.
- Work with the Washington County Workforce Alliance to focus on community planning, goals, outcomes and results. Provide report on INSPIRE progress at each meeting.

Inspire Programming

- Work with schools and businesses to expand opportunities for hands-on, experiential learning for both students and teachers.
- Work with schools to enhance effectiveness of career conversations and provide earlier exposure and involvement for students to working/jobs/possible career paths. Assist schools with job/career exploration.
- Work with school administrators and guidance counselors to actively promote career planning.
- Work with employers to recruit, develop and maintain profiles and career coaches.
- Interface with software vendor to recommend improvements.
- Review, recommend and incorporate new technologies that will be utilized by schools and businesses.
- Ensure that all records are maintained to provide for all required fiscal reports.
- Review financials monthly to ensure budget alignment; adjust as needed.
- Create, manage and report on dashboard for tracking progress and results to the United Way Board, Workforce Alliance and community.
- Other duties as assigned.

Preferred Experience and Qualifications:

- Bachelor's degree in Business, Education, Communications, Marketing or related field and five or more years of experience in a field relevant to the duties of the position. Sales experience a plus.
- Strong communication and collaboration skills.
- Highly organized, problem solver and able to simultaneously manage and prioritize multiple tasks.
- Advanced knowledge of MS Office, including Word, Excel and Power Point.
- Strong written, oral and public speaking skills. Ability to communicate in an influential manner.
- Competencies – relationship oriented, results oriented, collaborator, self-starter/entrepreneurial, resourceful/problem solver, strong work ethic, highly organized, adaptable, strong communicator, technical skills.