United Way of Southern Maine
Position Description

Position Title: Network Director, Thrive2027
Division: Community Impact
Reports to: Senior Director, Community Impact Operations
Date: July 2023
Classification: Exempt

General Summary
The Network Director, Thrive2027 is a key organizational leader and is responsible for ensuring the 300+ partners endorsing Thrive2027 are aligned, the Thrive2027 Council and its five Committees/Goals Cabinets continue to proactively advance population-level strategies, and United Way can continue to serve as an effective backbone organization to this successful community initiative. Central to this work will also be developing and supporting partnerships that advance Thrive2027’s three goals.

Living our core values, this individual supports and strengthens UWSM’s effectiveness by building and maintaining positive relationships with various community members across our community. The Network Director, Thrive2027 serves on United Way’s strategic planning team.

Essential Responsibilities

- Provide primary leadership in supporting the volunteer infrastructure of Thrive2027, which includes the Council, three-goal cabinets, the Community Engagement Committee, and the Data, Measurement, and Evaluation Committee.
- Work with volunteer Chairs and other community impact directors working with committees/cabinets as subject matter experts to motivate volunteers, set meeting agendas, facilitate regular committee meetings, and assess group progress.
- Work with volunteer Chairs to lead the development and implementation of annual work plans for the Council and committees/cabinets. Provide work plans to staff and consultants to align work to Thrive2027’s desired results, and ensure that plans are implemented, review progress, and when necessary, take mid-course corrective action.
- Support UWSM subject matter experts in working with the Council and its committees/cabinets.
- Communicate with and engage Thrive2027 partners and committee/ cabinet volunteers.
- Provide technical assistance to networks of community partners to maintain momentum, achieve objectives, and complete deliverables. Assist in convening and organizing partners to develop evidence-based action plans.
- Provide primary leadership in establishing a coordinated plan to support United Way colleagues to move Thrive2027 partners along the engagement continuum.
- Provide administrative support to the Council and its committees/cabinets, including preparing meeting materials, minutes, and follow-up materials.

Other

- Demonstrate UWSM’s Core Values in all internal and external interactions.
- Serve as a liaison and collaborate with community organizations, coalitions, and other agencies on important community matters.
Maintain key information on community groups and individuals in the organization’s CRM system to support relationship-building.
Volunteer and actively participate in projects, special events, cross-functional teams, or workgroups that support the entire organization’s work.
Other activities and duties as assigned.

Required and Preferred Education, Skills, and Experience

- Bachelor’s degree and/or foreign equivalent required; or equivalent in relevant work experience.
- Five to seven years of experience in community outreach and engagement with diverse communities required.
- Commitment to the mission of United Way of Southern Maine.
- Superior interpersonal skills. Professional and welcoming manner, with sound judgment and discretion.
- Experience building long-lasting relationships and partnering with community-based organizations, local governments, business leaders, and other individuals.
- Demonstrated ability to work positively with community members, volunteers, staff, and leadership.
- Excellent written and verbal English communication and presentation skills.
- Self-directed and independent with the ability to initiate tasks, be creative in problem-solving, and ability to manage and prioritize multiple tasks to meet deadlines.
- Strong analysis skills.
- Demonstrated flexibility, adept at easily managing complex, multi-tiered projects, and adaptability to change.
- Experience with and knowledge of key stakeholders in Cumberland and York Counties preferred.
- Group facilitation experience preferred.
- Proficiency in a Microsoft Office environment – Word, Excel, PowerPoint, Outlook, and experience working with databases required.
- Ability to recruit, motivate, and direct volunteers in a team environment.
- Must be authorized to work in the United States.

Supervisory Responsibility

- None

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and other office equipment. The Finance Team is cross-trained and supports each other’s work. There is a combination of remote and in-person work.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; balance; stoop, kneel, crouch or crawl; talk or hear; The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Travel
Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Other Duties

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

Why choose United Way of Southern Maine?

Advancing the common good is about helping one person at a time and creating community change that benefits every community member. We are all connected and interdependent; we all win when a child succeeds in school, families are financially stable, and people are healthy.

We have a staff of 40 dedicated employees to help us achieve our goals and fulfill our mission: To improve people’s lives by mobilizing the caring power of our community. To support the great work of our employees, we offer a competitive salary and a robust benefits package, including health and dental insurance, a 403 (b) plan, life insurance, generous paid vacation, holiday, and sick time off.

Additionally, United Way of Southern Maine offers:
- Convenient and central Portland and Kennebunk locations with free parking
- Tuition assistance and opportunities for professional development
- Wellness resources and Employee Assistance Program Access
- Personal and floating holidays
- Paid volunteer time off
- An excellent team of top-notch professionals that share your passion for strengthening our community

United Way of Southern Maine is committed to seeking and sustaining a culturally and ethnically diverse environment and to the principles that promote inclusive practices. We are dedicated to building a diverse staff with expertise and interest in serving our communities and encouraging persons of all diversity types to apply.

United Way of Southern Maine has identified a set of Core Values as our essential tenets. These define and describe whom United Way of Southern Maine will endeavor to be in internal and external situations.

At United Way of Southern Maine, we are:
- Community Centered
- Results Focused
- Intentionally Collaborative
- Committed to Excellence
- Leading with Integrity

Applications are accepted through August 7th, 2023. Please submit a cover letter and resume to Cameron Peden at hr@uwsme.org.