

Manager of Action Networks and Coalitions

Job Description

The Forsyth Promise is a diverse partnership that unites our community's efforts and ideas on education. The Forsyth Promise brings all our community's efforts and ideas together to:

- Shine the light on what's working well for kids
- Focus on common goals and outcomes
- Align our community's resources and practices to ensure the best educational outcomes for Forsyth County's children.

In a nutshell, The Forsyth Promise puts us all on the same page and unites us around the same vision that every child in Forsyth County receives the best education possible and is fully equipped to thrive throughout life.

POSITION DESCRIPTION

The Manager of Action Networks and Coalitions position will help strengthen, expand, and sustain the partnership's work through: assisting with targeted Community Coalition and Leadership Development efforts and providing lead support with existing Action Networks. The position will also lead the implementation of the Beyond High School Action Network. The position will have a large focus on implementing leadership development opportunities identified in community challenge grants.

MAJOR DUTIES AND RESPONSIBILITIES

Action Networks

- Provide dynamic and engaging network facilitation to accelerate the *Birth to 3rd Grade Action Network* progress in executing their priority process.
- Provide facilitation support for the *School Based Action Network*; gaining a clear understanding of the data sharing platform
 - Work with the Data Sharing Team and network members to implement the utilization of process improvement tools and measures in their work.
 - Assist in convening and organizing partners to develop data-based continuous improvement action plans.
- Spearhead development, planning, preparation, coordination, and outreach for the *Beyond High School Action Network*
- Support the development of trust and strong working relationships within the Action Networks.
- Facilitate the planning activities and implementation of action plans by community partners.
- Develop and enhance relationships with community stakeholders, including leaders in education, business, faith-based, community-based, philanthropic, and government sectors.

Community Coalitions

- Identify opportunities and strategies for strengthening broader community engagement in support of The Forsyth Promise's goals with a specific focus on leadership development, outreach and relational work with parents, students, teachers, and other concerned community members.
- Facilitate listening sessions and community conversations.
- Develop and implement community training sessions.
- Provide support for the *Be The Change Community Convenings*, including assisting and planning, preparation, and execution.

QUALIFICATIONS FOR THE JOB

- Bilingual in English/Spanish is required.
- Bachelor's degree plus a minimum of two years' work or intensive volunteer experience
- Demonstrated success in facilitating multi-disciplinary or multi-organizational teams
- Self-directed problem-solving ability; ability to complete complex tasks efficiently with minimum direction.
- Excellent project management and organizational skills with attention to detail
- Excellent written and oral communication skills
- Exceptional interpersonal skills
- Continuous improvement and data management skills a plus
- Demonstrated success in building trusting, effective relationships with diverse partners
- A passion for education and commitment to justice and equity for people of all ethnicities, races, ages, gender identities, sexual orientations, economic circumstances, physical and mental abilities and characteristics, and philosophies

REPORTS TO

The Forsyth Promise Partnership Director

PHYSICAL REQUIREMENTS

Some light lifting of collateral material and some standing during major events may be necessary.

To Apply Qualified applicants should email a current resume, cover letter, and three professional references to Wendy.Poteat-Spicer@uwforyth.org

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment contract and is subject to change by the employer as the needs of the employer and requirements of the job change.