Upward Mobility Lead

Are you ready to advance your project leadership talents in service to our community? Do you love to be challenged, to work collaboratively, and to dive into complex systems?

United Way of Southwestern Indiana is working in partnership with Talent2025 to address both situational and generational poverty across our five-county region: Vanderburgh, Warrick, Posey, Gibson and Henderson, KY. Utilizing a highly collaborative approach, this partnership brings together key community partners to identify and implement innovative strategies in the reduction of poverty and the creation of an upwardly mobile region.

We seek a passionate, detail-oriented individual who will bring strong project leadership to drive progress toward measurable goals, support the work of Initiative partners, and encourage best-practice approaches in creating upward mobility for individuals, families, and our greater region.

Reports to: Community Impact Director

Status: Full-time, M-F

Summary: The Upward Mobility Lead is responsible for leading identification and development of Initiative short-term goals, strategies, and timelines with partners, while continually evaluating the process. The Lead will guide a variety of teams and will be responsible for driving the Poverty Initiative’s progress; in particular, supporting day-to-day communications and administration, community engagement, and data functions. The Lead must be adept in project planning, communication, and managing a diverse set of partners.

Key Responsibilities:

Project Management

- In coordination with Initiative partners, determine and define the scope, goals, and strategies of the Initiative, workgroup, and teams
- Research, refer to, and utilize proven and promising practices, strategies, and standards
- Analyze disparate information and predict resources, activities, and timelines needed to reach goals; ensuring alignment with published strategies
- Develop and manage detailed schedules and work plans for teams
- Identify potential leading indicators and develop Initiative evaluation plans. Monitor progress toward stated goals and adjust as necessary
- Coordinate indicator refinement with workgroups and Core Team, continually ensuring all partners are aware of goals and indicators
- Ensure the development of solid project plans and proposals, including projected outcomes, to present to potential funders
- Assist in identifying potential funding sources to support the Poverty Initiative’s strategies, including writing grants or assisting a grant-writer, gathering pertinent information, and coordinating grant reporting
Relationship Management

- Build and maintain relationships with community partners
- In coordination with the United Way Community Impact team, monitor United Way funded projects, promoting collaboration and incorporation into broader Talent 2025 Poverty Reduction Initiatives
- Coordinate an outreach strategy that supports Initiative-endorsed activities and events, including follow-up
- Coordinate research and other activities with Initiative partners to minimize redundancies and to align strategies and actions
- Coordinate with other related projects and coalitions to maintain a full understanding of the current landscape of local and regional activities, and integrate their work into Core Team and workgroup processes where appropriate
- Develop effective communication methods and maintain information flow across teams, work groups, partners, agencies, and leadership

Communications

- Communicate the objectives of the Poverty Initiative to the community and potential partners
- Facilitate ongoing communication among Poverty Initiative partners by hosting regular conference calls, in-person meetings, regular email updates, or other effective methods to ensure awareness and alignment of activity
- Represent United Way and Talent 2025 at community events
- Create and maintain a variety of reports and updates for the Core Team, Talent 2025, and external audiences, succinctly capturing the Initiative’s activity and progress toward stated goals

Qualifications & Requirements

- A minimum of 3 years work experience, including 1 or more years of proven community outreach and coordination experience
- Advanced project leadership skills
- Demonstrated ability to learn complex information quickly and adapt easily
- Proven experience leading projects independently and exercising sound judgement autonomously, as well as taking direction as needed
- Demonstration of strong analytical and critical thinking skills
- Strong community engagement and facilitation skills
- Excellent interpersonal and communication skills (written and oral)
- Ability to build relationships with a cross-sector range of stakeholders in the local and regional area
- Work experience with under-resourced populations is a plus
- Experience with grant writing and/or grant reporting is a plus
- Familiarity with the Evansville region