



EMPLOYMENT OPPORTUNITY:  
COMMUNITY IMPACT MANAGER

6/2018

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**POSITION SUMMARY**

Leading on Opportunity is a collaborative, community-wide initiative launched to serve as the community champion to unite and propel efforts to positively impact economic opportunity for all children in Charlotte-Mecklenburg. Leading on Opportunity serves to amplify, aggregate and accelerate efforts across the community to create a more just and equitable Charlotte Mecklenburg for all children – regardless of income, race or zip code – creating a place where all children feel they belong, have big dreams, and find the opportunities to achieve those dreams.

Housed under the Foundation For The Carolinas, Leading on Opportunity is organized as a backbone organization leading a collective impact effort across Mecklenburg County. We take a systemic approach to address three key determinants of early childhood education, college and career readiness and family stability, while simultaneously focusing on two cross-cutting factors of segregation and social capital – implementing in partnership with the community recommendations of the Leading on Opportunity Task Force Report.

In order for Leading on Opportunity to achieve its ambitious goals, we are seeking a dynamic and detail-oriented Community Impact Manager. This candidate should have a proven track record supporting others in a fast-paced, constantly evolving environment and superior project management skills. The individual must enjoy challenging work and operating in a continuous learning, strong execution, action-oriented, high performing culture. Reporting to the Executive Director, the Community Impact Manager plays a crucial role among a values, vision, mission and outcomes-driven small team responsible for driving Leading on Opportunity's bold work forward. In particular, this person will manage a large network of multi-sector community partners, lead and plan strategically to advance implementation strategies and achieve successful impact. This is a full-time, exempt position.

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**PRIMARY RESPONSIBILITIES**

The Community Impact Manager will provide day-to-day support and facilitation of Leading on Opportunity's work building a strategic network of community partnerships to achieve implementation impact. The individual must be passionate about addressing poverty and committed to improving economic opportunity. Under the direction of the Executive Director, below outlines key responsibilities of the Community Impact Manager.

**Manage Network of Community Partners to Drive Towards Transformative Systems Change**

- Utilize systems-thinking and analysis to inform and direct execution of implementation strategies among a broad network of multi-sector, diverse community partners/stakeholders including:
  - educational partners
  - governmental entities
  - program providers

- business/corporate leaders
- grassroots organizations
- communities of faith
- community advocates, and
- other partners throughout the community.
- Identify cutting-edge ideas, practices, strategies, programs and research to inform strategy development, implementation and planning.
- Organize outreach, plan, coordinate, manage logistics and proactively promote strategic community and neighborhood engagement activities, bringing community voices forward to listen to, learn from and inform work (e.g. community conversations/listening sessions, etc.).
- Establish strategic strong cross-sector collaborations and partnerships to support the advancement of short-, middle- and long-term community opportunity dashboard/goals/metrics.
- Manage transformational network of community action implementation teams/working groups co-led by identified Opportunity Change Agents in below priority areas (e.g. meeting preparation, logistics, communications, convening, facilitation, follow-up actions between meetings, etc.):
  - early childhood
  - college and career access
  - child and family stability
  - segregation, and
  - social capital.
- Facilitate ongoing communication between community partners supporting engagement in work and continuous learning together (e.g. host regular conference calls, in-person meetings, coordinate regular email updates to ensure alignment of activity, etc.).
- Foster ongoing network coordination across cross-sector coalitions collaborating.
- Consistently identify ways to improve and strengthen networks.
- Anticipate, prioritize and manage the flow of activities, communication and coordination within and among transformational network of community action implementation teams/working groups to drive delivery towards measurable impact.
- Utilize data and key metrics to continuously improve and measure impact of current and future work.
- Provide timely, thorough updates to Executive Director on network implementation progress.
- Represent Leading on Opportunity at key community meetings and events as needed.

### **Ensure Strategic Coherence for Implementation Success**

- Provide support to partner organizations deepening shared commitment and aligning their work to the Leading on Opportunity Task Force Recommendations and implementation strategies.
- Anticipate implementation challenges with stakeholders and develop comprehensive solutions to proactively address and resolve them.
- Act as a neutral arbitrator helping to resolve disputes or disagreements in direction among partner organizations.
- Identify potential policy and systemic changes needed to address barriers to effective implementation.
- Work collaboratively with Leading on Opportunity team to align work, messages and content.
- Create and manage summary reports of Leading on Opportunity progress for internal and external audiences, including providing information necessary for grant application and reporting deadlines.

### **Other**

- Assumes other responsibilities as assigned by the Executive Director.

## **DESIRED QUALIFICATIONS**

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Below is a list of qualities and competencies we are looking for in the person who takes on the critical role of Community Impact Manager.

- Bachelor's degree, or equivalent combination of education and experience, relevant graduate degree preferred.
- At least five to ten years of work experience, with increasing leadership and coaching responsibilities.
- Proven ability to manage complex projects.
- Demonstrated success in facilitating and managing collaborative initiatives.
- History of successfully building and maintaining relationships with a range of stakeholders.
- Familiar with the Charlotte-Mecklenburg area and/or economic mobility issues.
- Solution-focused, outcome-oriented and determined to effectively complete tasks with little guidance and supervision.
- Experience inspiring and mobilizing communities to action.
- Comfortable using data and research to drive and inform decision-making.
- Capacity to manage multiple responsibilities simultaneously, set priorities and respond quickly.
- Trustworthy, operates with the highest level of honesty, integrity and discretion handling confidential information, issues and relationships with utmost professionalism.
- Comfortable working with diverse populations, deeply committed to equity and inclusion.
- Superior written communication skills with focused attention on details and accuracy.
- Interpersonally savvy, operating with diplomacy and empathy.
- Communicates effectively in person, via email and phone.
- Efficiently completes tasks with exceptional organization.
- Creative, innovative, solution-focused and forward-thinking.
- Proactive, takes initiative and ownership of work responsibilities, contributes best self at work.
- Works well independently and collaboratively, adding value to team.
- Positive, "can do" spirit, resilient and flexible.
- Manages conflict effectively focused on finding shared understanding, alignment and agreement, remaining calm under pressure.
- Laser focused on community success, able and willing to go above and beyond to do whatever it takes to meet deadlines, achieve organizational excellence, outcomes and impact.
- Coachability and willingness to take direction.
- Committed to continuous learning, growth and improvement, raising the bar of performance.
- Advanced proficiency in Microsoft Office (e.g. Outlook, Word, Excel, PowerPoint, etc.), general computer and Internet research skills, familiarity with Apple-Mac systems preferred.

## **COMPENSATION AND BENEFITS**

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Leading on Opportunity offers a competitive compensation package commensurate with anticipated duties and responsibilities, including comprehensive health benefits.

## **TO APPLY**

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Interested applicants should submit a resume and cover letter to Stephanie Cooper-Lewter, Executive Director, **online**, at [www.ftc.org/careers](http://www.ftc.org/careers). No phone calls or faxes accepted.

In your cover letter *include your salary requirements and address the following topics:*

1. Describe a time when you worked to solve a problem through partnership or collaboration with other people in another organization. Explain how you became involved in the effort, your role and responsibilities, and how that experience would be useful in this position.
2. Share your experience managing detailed, fast moving projects. What is your approach to starting a complex new project with multiple moving parts? What do you need for project success? What are the major lessons you've learned about this type of work?
3. Review Leading on Opportunity's Task Force Report online. What steps would you propose to implement one of the strategies ensuring community engagement and utilizing a systems approach? Explain your recommendations based on your experience and evidence of past success of creating alignment towards shared goals.
4. Describe how Leading on Opportunity's vision and mission to improve economic mobility for children resonates and aligns with your values and experiences (personal and/or professional).

**Applications for this position will be accepted until 5 p.m. on June 29, 2018.**

Leading on Opportunity is an Equal Opportunity Employer, welcoming people to flourish in an open, inclusive work environment. A diverse pool of candidates of all backgrounds is welcomed, applicants from diverse cultural backgrounds are encouraged to apply.

#### **ABOUT LEADING ON OPPORTUNITY**

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Leading on Opportunity was formed by a Council that came together to implement the recommendations made by the Charlotte-Mecklenburg Opportunity Task Force's report released in the Spring of 2017. That report was the result of the community's call to action which followed results of a Harvard University/ University of California, Berkeley study of upward mobility for children born into Charlotte's lowest income quintile. The study revealed that Charlotte-Mecklenburg ranked 50th out of 50 large communities in upward mobility for children. Community leaders are committed to creating lasting and systemic change that will significantly improve opportunities for all children living in Charlotte and Mecklenburg County. Leading on Opportunity does not directly operate programs. Instead, we play a leadership and coordinating role around the important goal of economic mobility for the community, especially those experiencing poverty. We connect and convene community members who will help select and implement strategies, engage community partners and track collective progress.

Leading on Opportunity has a small staff comprised of an Executive Director charged with leading a high-functioning, action-oriented team focused on impact. Leading on Opportunity staff will provide leadership through engaging various community working groups, coordination, systems analysis and outreach. Leading on Opportunity's Executive Director reports both to the Foundation for the Carolinas and to a 19-member governing Council comprised of funders and community leaders from across Charlotte Mecklenburg. To date, the Charlotte Mecklenburg community has committed nearly \$3 million to support Leading on Opportunity over the first three years of the initiative.