



Job Description

Position Title: Care Partner Network Director

Reports To: Executive Director

Primary Office: Joplin

General Position Summary: Lead the Care Partner Network and manage the Mo Critical Medical Needs Program.

(Supervises: if applicable)

Key Responsibilities:

- Serve as a liaison between community-based organizations in the United Way of Southwest MO and South East KS (UWSWMO-SEK) service area and Unite Us (UU).
- Lead the monthly Care Partner Network (CPN) meetings.
- Regularly communicate with CPN members, at a minimum, send a mid-month touch base email.
- Manage network reporting.
- Report out on network development at monthly CPN meetings and present relevant topics for the continual education of the team.
- Identify appropriate community-based organizations that would benefit from the efficiencies of network utilization.
- Reach out to identified community-based organizations and share information about the CPN and UU. Invite them to receive a Unite Us demonstration.
- Discern key metrics most valuable to each organization to be tracked and trended.
- Attend collaborative meetings to promote interest and participation in the network.
- Maintain the CPN Contact Information list and all other relevant CPN documents
- Participate in collaborative learning and other technical assistance opportunities.
- Lead the CPN members in approving and implementing the CPN Strategic Plan
- Help represent UWSWMOSEK at community meetings, agency events, funders' collaboratives, statewide and local coalitions/task forces etc. as assigned.

Additional Projects

- Under the supervision of the Executive Director, manage the Critical Medical Needs Program, within the UWSWMO-SEK
- Assume responsibility for aspects of project management such as overseeing planning, developing timelines, work plans, monitoring partner progress, tracking finances, contracting with subgrantees/consultants, grant-writing, marketing and public relations, and project evaluation.

Education/Experience Requirements:

- Bachelor's Degree in related field or a combination of education and experience.
- Five to seven years proven experience and success in community programming.
- Experience in working with low-income communities and other diverse groups, with the ability to build and sustain productive relationships with diverse individuals, groups, organizations and communities.
- Demonstrated experience in planning and implementing community-based initiatives.
- Ability to build consensus, collaborate with and convene multiple partners in efforts that produce specific outcomes.
- Ability to meet aggressive deadlines and handle multiple priorities.
- Proficiency in attending to detail with ability to organize, prioritize and effectively contribute within team setting.
- Excellent analytical ability and superior problem-solving skills.
- Excellent communication, interpersonal, listening, writing and facilitation skills.
- Familiarity with request for proposal (RFP) processes.
- Ability to take concepts through project management to completion with little supervision.
- Familiarity with nonprofit financial management and budget analysis preferred.
- Microsoft Office skills and experience required.
- Commitment to excellence and the mission of United Way!