

# United Way of San Antonio and Bexar County

## Job Description



United Way of San Antonio  
and Bexar County

<b>TITLE:</b>	Early Matters San Antonio Officer		
<b>DEPARTMENT:</b>	Partners for Community Change	<b>GRADE:</b>	
<b>IMMEDIATE SUPERVISOR:</b>	President & CEO	<b>EXEMPTION STATUS:</b>	Exempt
<b>DATE POSTED:</b>	February 8, 2021	<b>EXPIRES:</b>	February 26, 2021
<b>JOB LOCATION:</b>	San Antonio, Texas	<b>SALARY RANGE:</b>	

### ABOUT US

United Way of San Antonio and Bexar County is dedicated to improving people’s lives by helping individuals and creating community-level change. Our work includes leading cross-sector collaborations, advocating for public policy changes, and investing in programs and initiatives that help those in need and prevent problems from happening in the first place. Improving quality of life and advancing the greater good involves focusing in four Impact areas: 1) preparing children for kindergarten 2) encouraging students to graduate and reach their full potential 3) helping individuals and families become self-sufficient, and 4) providing a safety net of services for those in crisis.

### JOB SUMMARY

The Early Matters San Antonio Officer is a dynamic and visionary leader responsible for championing the goals of the Early Matters San Antonio Steering Committee by engaging corporate leaders and building relationships with key stakeholders, raising funds, examining the efficacy of existing public policies and advocating for new legislation to drive the increase of quality early childhood education centers in Bexar County to 50% by 2025.

### DUTIES AND RESPONSIBILITIES

- In partnership with the leadership of Pre-K 4 SA and Workforce Solutions Alamo, develop and drive strategies to achieve Early Matters San Antonio’s defined goals: 1) access to a quality seat for every child; 2) better tools for parents; and 3) clear pathways for early childhood teachers and leaders.
- Align internal and external stakeholders and resources in accordance with the Early Matters timeline in order to successfully increase the number of quality early child education centers to 50% by 2025 (50X25).
- Work collaboratively with other Early Matters organizations across the state to achieve key public policy goals and practice improvements in early childhood education and care.
- Represent Early Matters San Antonio at public forums, conferences, statewide task force meetings, government convenings, etc.
- Proactively seek opportunities for participation at events to raise awareness of and engagement in Bexar County’s quality early childhood education policy agenda.
- In partnership with United Way’s CEO and Executive team, identify and engage local business leaders, philanthropic foundations and potential donors to raise funds supporting the goals of Early Matters San Antonio.
- Lead the Early Matters San Antonio Steering Committee including recruitment and engagement related to goal progression, the achievement of key milestones, state and local early childhood education policies, etc.
- Oversee the collection, analysis and public dissemination of critical quantitative and qualitative data in support of the Early Matters San Antonio agenda.
- Conduct impact analyses of current policies and early childhood education programs, such as whether a new policy would have a positive impact on the early childhood education system and whether it would help increase the quality of care.

- Monitor relevant changes to education statutes and regulations at the state level that impact Early Matters San Antonio's goals and weigh in as appropriate, engaging members of the Steering Committee as needed.
- Proactively cultivate relationships with key community leaders, elected officials and other stakeholders to determine the needs, concerns and viewpoints of early childhood education partners and advocates in order to identify key opportunities and potential barriers to the achievement of Early Matters San Antonio's goals.
- Build and maintain a network of organizations willing to partner and pursue the goal of placing early childhood education and care at the top of the priority list for state and local policy agendas.
- Establish San Antonio and Bexar County as a state and national leader in innovative policies and practices to support the healthy development of young children.
- Work collaboratively with United Way's early childhood education staff team, including Ready Children Impact Council, ReadyKidSA and the Help Me Grow Initiative, to ensure all children are happy, healthy and ready to enter kindergarten.
- Play a leadership role on United Way's public policy team, working in tandem with United Ways of Texas.

#### **EDUCATION AND EXPERIENCE**

- Bachelor's Degree required with a preference for the fields of education, public policy or nonprofit management.
- Master's Degree from an accredited college or university preferred.
- 10+ years' experience in a relevant field (education, civic engagement, nonprofit advocacy, public policy)
- Strong background in early childhood public policies and best practices
- Seasoned executive with experience leading teams
- Exceptional public speaker and advocate for children
- Strong collaborator with a track record of working with diverse stakeholders
- Data-driven decision maker
- Strong results orientation
- Willingness to travel and work some weekends and evenings.
- Proficiency in Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Adobe and G Suite

#### **BENEFITS**

- Employer-subsidized healthcare plan with employer-funded HRA offered.
- Group dental, vision, life insurance and other insurance products available.
- Paid holidays, personal and sick leave time.
- 403(b) retirement plan with employer matching available.

#### **WORK ENVIRONMENT**

- Normal office environment with little exposure to dust, noise and extreme temperatures.
- Reliable personal transportation required.
- Exposure to glare from a computer.
- Monday-Friday, 8:15 am to 4:45 pm work week with occasional evening and weekend hours.
- Work remotely as indicated by environmental factors, such as COVID-19
- Lift or move up to 20 lbs
- Stoop, kneel, crouch or crawl

#### **SPECIAL SKILLS / INFORMATION**

- Demonstrated track record of motivating people to work towards a shared goal.
- Passion to work towards improving the quality of early childhood education and care in Bexar County
- Desire to improve public policy related to early childhood education.
- Self-starter with strong interpersonal skills.
- Exceptional written and oral communication skills.
- Strategic planning and implementation

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- Critical thinking and problem solving
  - Budgeting and resource management
  - Ability to use data and graphics to convey information in a compelling way
  - Excellent time management skills

*The above statements are intended to describe the general nature and level of work being performed by associates assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. The contents of this job description may change as deemed necessary by United Way of San Antonio and Bexar County.*

**APPLY**

**To submit your application visit <http://bit.ly/uwsajobs>.**

- Applications WILL NOT be accepted via email.
- Contact [uwjobs@unitedwaysatx.org](mailto:uwjobs@unitedwaysatx.org) should you experience problems submitting your application.

*United Way of San Antonio and Bexar County is an Equal Opportunity/Affirmative Action Employer. As an Equal Opportunity Employer, we do not discriminate on the basis of age, race, sex, sexual orientation, gender identity, gender expression, color, religion, national origin, disability, genetic information or any other status protected by federal, state or local law.*