



**Job Title:** Senior Manager: Coaching & Facilitation (K-12 & Youth Development)

**Job Summary:** The Senior Manager of Coaching and Facilitation (K-12 & Youth Development) will advance the UP Partnership impact portfolio relevant to youth voice and leadership by leading continuous improvement efforts with K-12 and youth development partners engaged across network and collaborative opportunities relevant to the youth development sector, including Excel Beyond the Bell, Our Tomorrow, Excel Academy, Our Tomorrow Policy Institute, and Future Ready Plan Implementation. This person is responsible for coaching and facilitation efforts across this collective impact portfolio. This position reports to the Director of K-12 and Youth Development. This is *not* a direct service position.

**Essential Duties and Responsibilities:**

- Partnership Building
  - Cultivate and develop relationships with youth development, K-12, and community partners to address educational inequities in alignment with the Future Ready Plan.
- Event Logistics
  - Organize logistics for partner convening including monitoring invites and attendance, agenda development, and meeting minutes in collaboration with partners
- Strategic Advancement
  - Partner with the Director of K-12 and Youth Development to develop and implement the arc of learning for collaboratives related to the impact portfolio including Excel Academy and Our Tomorrow Policy Institute
  - Provide individual and group coaching to partners engaged in network and collaborative opportunities relevant to their sector.
  - Develop and lead results-based facilitation for cross-sector partner meetings, collaboratives, and community events.
- Sustainability and Operations
  - Maintain relevant internal systems.
  - Support Development and Grant Managers with grant milestone tracking and reporting.
  - Support the Communications department with relevant content and images.
  - Support Directors with budget forecasting and tracking.
  - Maintain an attitude of complete ownership of team results and outcomes.
  - Positively contribute to organizational culture and model UP Partnership values.
  - Lead and/or support other UP Partnership initiatives and priorities as needed.

**Critical Competencies:**

- Strong Knowledge of Key Community Partners
- Curriculum Development
- Project Management

- Coach/Develop Others
- Training/Facilitation
- Operates with Passion, Strength, and Resilience
- Is a Perceptive, Strategic Systems Thinker
- Masters Critical Attributes of Adaptive Leadership

**Position Details:**

The Senior Manager of Coaching and Facilitation (K-12 & Youth Development) is a full-time, permanent, benefits eligible position. Anticipated start date is on or before April 8, 2022. Annual salary range is \$60,000-\$66,000 depending on experience. All UP Partnership staff are currently working virtually. To apply for this position, please submit your cover letter and resume to liz moseley. at [liz@uppartnership.org](mailto:liz@uppartnership.org). Applicant review will begin on Friday, March 11, 2022 and the position will remain posted until filled. In the subject line write the name of the position you are applying for and your last name, for example "Senior Manager-Coaching.Facilitation-K12-Youth Development-Smith". Please save your resume and cover letter as attachments with names as follows: "Senior Manager-Coaching.Facilitation-K12-Youth Development-Smith-Cover Letter" and "Senior Manager-Coaching.Facilitation -K12-Youth Development-Smith-Resume".

UP Partnership, formerly the P16Plus Council of Greater Bexar County, is a collective impact partnership that leverages data and coordinates leaders to drive equitable youth outcomes across San Antonio. For more information about our organization, visit our website at <https://uppartnership.org>.

**UP Partnership is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**