



Position Title: P4S Collective Impact Program Manager | Community Development

Reports To: Director of Partnership4Success

Purpose

Broadly, the purpose of the work of Partnership4Success (P4S) is to support the facilitation of ongoing collaboration between P4S, ADAMH Board of Franklin County, Franklin County Children Services, Nationwide Children's Hospital, Franklin County Department of Job and Family Services, United Way of Central Ohio, and the City of Columbus, and OST providers across Central Ohio to improve the social, emotional, and academic outcomes of youth and young adults in Franklin County. As well as expanding P4S' capacity to deepen and broaden the work and reach of the P4S community.

In order to carry out the P4S mission of developing a community of equity-driven practitioners focused on strengthening social, emotional, and academic outcomes for Franklin County youth, the work of P4S has diverse collective impact and community development-specific needs. The P4S Collective Impact Program Manager supports this purpose in the following ways:

Primary Responsibilities and Duties

- Facilitate Collective Impact initiatives in P4S community-based settings (convenings, projects, trainings, workgroups, etc.).
- Be an ambassador for Partnership4Success. Build and nurture partnerships and collaborative relationships within the Central Ohio youth service ecosystem, with a focus on growing and expanding the P4S Community of Practice.
- Develop and formalize professional learning tracks for P4S workgroups and workshops specific to P4S Community of Practice initiatives.
- Facilitate workgroups, workshops, and other initiatives to increase collaboration amongst partners and community members, while incorporating communication and networking.
- Address community partner and funder needs (both immediate and ongoing) by offering coaching and technical assistance to improve program delivery.
- Incorporate and maintain fidelity for brain-based, SEL-competent content and delivery approaches in all professional development settings and meetings.
- Support P4S community partners in continuous improvement towards equity and SEL-competent practices for the P4S Community of Practice.
- Co-create, develop, and present/facilitate P4S Professional Development offerings.
- Manage project development, curation, and reporting.
- Support P4S program administration which includes financial tracking, documentation, and strategic planning.
- Conduct discovery calls (in person and virtual) with community partners, stakeholders, and teammates to provide needs assessments - immediate and ongoing – to offer coaching and technical assistance for program management.

- Expand upon knowledge and expertise using the latest research and best practices regarding equity, collective impact, intersections of social emotional development, developmental relationships, workforce readiness, and local youth and young adult developmental needs in Franklin County (current and historical).
- Manage the following aspects of stakeholder collective impact initiatives:
 - Event Planning and Preparation:
 - Preparing Materials: Procure, manage, and create any necessary materials or equipment for the presentation, such as handouts, props, or technology (e.g., laptop, projector, microphone). Ensure that all materials are organized and ready for use.
 - Set Up/ Break Down: Arrive early to set up meeting and presentation space, which includes arranging chairs, setting up equipment, and testing audiovisual components. Ensure that everything is in working order before the audience arrives.
 - Reserve rooms and event spaces. Coordinate logistics with team members and stakeholders.
 - Facilitation and Consulting:
 - Research: Gather or inform content and data relevant to various audiences. This may involve reading articles, reports, conducting surveys, or analyzing data.
 - Create Content: Using relevant research and content, create presentation scripts and presentation materials. This involves crafting engaging and informative content that will resonate with the audience.
 - Design Visuals: Prepare slide presentations or visual aids to accompany the presentation. This includes creating graphics, charts, diagrams, or slideshows that help illustrate key points and keep the audience engaged.
 - Reporting:
 - Artifacts: Collect and manage artifacts for various initiatives. Coordinate the sharing and storage of artifacts.
 - Reporting: Inform the narratives of various collective impact initiative reports. Support with the validation of report data and the tracking of report information.
 - Communication:
 - Internal: Manage internal communications as they relate to the collective impact initiatives that you manage. Coordinate the sharing of information and relevant progress. Lead and facilitate meetings with team members to support the work.
 - External: Manage external communications with various stakeholders as they relate to the collective impact initiatives that you manage. Coordinate the sharing of information and relevant progress with key partners, and draft updates, project briefs, and reminders. Lead and facilitate meetings with stakeholders to support the work, while coordinating ongoing collaboration and alignment with strategic priorities.



- Represent the P4S community in a positive, team-oriented manner.
- Complete special projects as assigned.
- Manage other P4S-specific duties as assigned.
 - Coordinate and manage contractors, presenters, and speakers to guide project management, set metrics and targets, implement project guidelines, and support continuous improvement for overall collective work.
 - Includes: Contract Personnel, Community Impact Social Media Specialist

Qualifications

- Bachelor's degree **OR** relevant qualifications and experience.
- Strong understanding of equity-centered collective impact.
- Experience facilitating youth, young adult, and workforce readiness curriculum and leading for impact.
- Experience in providing training and group facilitation. Collaborative coaching experience required.
- Leadership experience, with capacity for managing collaborative teams.
- Knowledge of child development, educational and social services, workforce development, and other related fields.
- Leadership coaching and program development experience.
- Experience with event planning and logistics management
- Experience in a leadership capacity in a collective impact backbone agency (paradigm and culture shift)

Additional Skills and Abilities

1. Demonstrated cultural and intellectual humility.
2. Ability to filter dynamic and complex information through a P4S community lens to ensure quality work and aligned impact.
3. Detail-oriented with exceptional organizational skills within a deadline-oriented environment.
4. Strong verbal and written communication skills, including public speaking.
5. Proficient with Microsoft Office products, Google Suite, and social media platforms including the ability to create professional documents and materials.
6. Ability to work effectively with diverse stakeholders, organizational leadership, and staff.
7. Demonstrated value for education and personal development.
8. Commitment to equitable outcomes for involved participants and for the community at large.



Hiring Statement

Overwhelmingly, Partnership4Success hires individuals who are already a part of our community of practice. We know that those who have participated in our learning community, attended professional development with us, regularly read our newsletter, engage with us on social media and our website, participate in our workgroups, and share our resources tend to be deeply aligned with our approach and thrive as a member of our team.

There is no one background or set of experiences that is required to join our team. However, successful applicants will have demonstrated excellence in both collective impact, social-emotional development, and facilitation and will have engaged in significant learning with our organization. All of our team members have a deep understanding of educational equity and have experience coaching or leading for equity.

Partnership4Success organizational pillars include: Social-Emotional Learning and Development, Equity, and Relationships. Through these pillars P4S achieves collective community impact and organizational continuous improvement. All P4S have expertise in incorporating these three pillars into their work across the community.

This position is grant-funded and full-time.

Partnership4Success is an Equal Opportunity Employer.