

Rochester Monroe Anti-Poverty Initiative Overview

RMAPI is a multi-sector community collaborative whose aim is to reduce poverty by 50% in 15 years. Using a systems change lens and theory of action, RMAPI seeks to coordinate and align the broader Rochester community to ensure effective and efficient service and resource delivery at scale.

Collective impact is an approach to collaboration which does not seek to invent new programs, but rather to connect and improve existing programs, services and assets in the community. Critical to achieving connections, coordination, and systems-level change is a backbone organization. RMAPI's staff currently consists of an Executive Director and Community Engagement Specialist. A Program Coordinator will join along with the Program Director. The organization is a neutral body that provides on-going support to the partners involved in collective impact. We provide the connective tissue among the following partners involved in collective impact:

- The **Steering Committee**, which is comprised of community leaders that help to guide the vision and overall strategies of the effort. The Executive Director reports to the Steering Committee, and be overseen day-to-day by [co-chairs of the Steering Committee]
- The **Community Advisory Council**, which is comprised of community residents that help inform, support and guide the strategies of RMAPI and assist with aligning other complimentary partnership table, e.g., ROC the Future, FLPPS.
- The **work groups**, which are comprised of frontline stakeholders that develop specific strategies and implementation plans to make RMAPI's goals a reality
- **Community partners**, which are various government agencies and community members and organizations who will be critical to implementing the RMAPI's strategies

You can learn more about collective impact at the Collective Impact Forum (<http://collectiveimpactforum.org/>).

Program Director - Rochester Monroe Anti-Poverty Initiative (RMAPI)

Position Summary (Exempt)

The Program Director will be responsible for the day to day implementation of RMAPI's collective impact effort to reduce poverty by 50% in 15 years. The Program Director will report to the Executive Director and will be responsible for:

- Facilitating work group meetings, leading groups to strategy development and action
- Ensuring communication flows across RMAPI's various structures and stakeholders
- Connecting and aligning RMAPI's work with other collaborative efforts in the community
- Supporting the Executive Director in any other day to day activities required to achieve the vision's goals and build internal infrastructure

In addition to working with the Executive Director, Community Engagement Specialist, and Program Coordinator, the Program Director will also work and engage with internal and external stakeholders, including community residents, government agencies, service providers, funders, and community and faith based organizations and coalitions.

Program Director Responsibilities

The role of the Program Director is to perform the following functions:

Facilitate work group meetings:

- Develop and manage workplans for each work group
- Develop meeting agenda and facilitation approaches for each work group meeting in partnership with work group co-chairs
- Ensure that work group discussion and decision making is focused on implementing actionable ideas to increase household income and reduce poverty in Rochester and Monroe County
- Assemble and use data, case studies, and other facilitation tools to help groups gain consensus on a path forward
- Outside of meetings, support community partners in aligning their activities to RMAPI's strategies and goals

Use data to drive decision making:

- Identify information (both qualitative and quantitative) required to make decisions; conduct research, analyze, and create material for appropriate audiences in partnership with the Program Coordinator team member
- Work with the Data Work Group and Data Analyst contractor to ensure that the initiative's data system is being used to improve work groups' ability to understand problems and take action, promote accountability, learn and improve

Provide support to the Executive Director in building internal infrastructure:

- Support Executive Director in creating the agenda and materials for Steering Committee meetings
- Support Executive Director in building partnerships and aligning with relevant actors to achieve the effort's goals and strategies
- Identify financial and non-financial resources to support concrete ideas that come out of work group action plans
- Ensure that communication is flowing across RMAPI's various structures and stakeholders
- Serve as a representative of the effort in the community, including effectively communicating effort's vision, goals, and strategies to all relevant community partners

Demonstrate commitment to poverty reduction:

- Exhibit commitment to RMAPI's vision, goals, and strategies
- Use a technical understanding of poverty reduction strategies to improve collaboration and decision making

Ideal Experience, Education, and Traits

- At least 7 years of experience in a community nonprofit organization, government agency, or similar organization, of which 2-3 years should be at a managerial level
- Experience facilitating cross-sector stakeholder groups to achieve greater collaboration and action
- Experience working with stakeholder groups that are diverse in their culture, ethnicity, socio-economic status, and other experiences
- Demonstrated success working with teams to achieve stated outcomes
- Dedication to improving outcomes for community members

- Ability to think and problem solve at a systems level, as opposed to only on a program or organizational delivery level (e.g., identify strategies focused on increasing coordination or filling gaps in service)
- Excellent written and verbal communication skills
- Excellent analytical and critical thinking skills
- Comfort with work planning and managing multiple priorities in a context of change and ambiguity and adapting to changing needs or momentum
- Ability to work independently, exercise appropriate action, and good business judgment
- Master’s degree preferred (but not required)

Supervisory Responsibility

This position has supervisory responsibility

Physical Demands/ Work Environment

(See attachment)

Travel

Travel is primarily local during the business day, although some out-of-town and overnight travel may be expected.

In support of the ADA, this job description lists only the responsibilities and qualifications deemed essential to the position.

Please submit your resume to: hr@uwrochester.org

In addition to sending your resume, please send your answers to the below questions in the body of your email to HR:

- 1. Why are you passionate about working to reduce poverty in Rochester and Monroe County and what experience will help you successfully do so?**
- 2. What do you believe to be the greatest opportunities to reduce poverty in Rochester and Monroe County?**
- 3. How do you think the strategies and activities of this initiative can be committed to equity and ultimately reduce disparities in the community?**
- 4. What do you perceive to be the most significant challenges of this effort and the role of the Program Director?**

Physical Demands/Work Environment

| Activity | % of Time Performing Task | | | |
|-----------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| | Rare 0-30% | Occasional 30-60% | Frequent 60-90% | Constant 90-100% |
| Hand/ Eye Coordination | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sitting | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Standing | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Walking | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bending Over/ Stooping | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Crawling/ Kneeling | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reaching Overhead | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Crouching | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Balancing | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Climbing | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pushing/ Pulling | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Thrusting | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Twisting at Waist | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Push/ Pull Max Force | Rare 0-30% | Occasional 30-60% | Frequent 60-90% | Constant 90-100% |
| 0-20 lbs | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21-39 lbs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 40-50lbs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 60-100 lbs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Verbal Communication | Rare 0-30% | Occasional 30-60% | Frequent 60-90% | Constant 90-100% |
| Face-to-Face | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| On the Phone | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Group Setting | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Hand Movement | Rare 0-30% | Occasional 30-60% | Frequent 60-90% | Constant 90-100% |
| Repetitive Motion | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Grasping | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Finger Dexterity | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Writing | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hearing Requirements | Rare 0-30% | Occasional 30-60% | Frequent 60-90% | Constant 90-100% |
| Face-to-Face | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| On the Phone | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Group Setting | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| | % of Time Performing Task | | | |
|------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Vision | Rare 0-30% | Occasional 30-60% | Frequent 60- 90% | Constant 90-100% |
| Face-to-Face | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Group Setting | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Preparing/ Analyzing Figures | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Color Distinction | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Visual Inspection | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | |
| Carrying | Rare 0-30% | Occasional 30-60% | Frequent 60- 90% | Constant 90-100% |
| 1-10 lbs | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11-24 lbs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25-35 lbs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 36-50lbs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| > 50 lbs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | |
| Work Conditions | Rare 0-30% | Occasional 30-60% | Frequent 60- 90% | Constant 90-100% |
| Working in Confined Spaces | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Exposure to Dust/ Fumes | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Exposure to Chemicals/ Gases | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Equipment/ Machines | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Working From Heights | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Safety/ Clothing Equipment | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Extreme Noise Levels | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Night/ Dark | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Driving a Vehicle | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |