

## Overview

### Overview

<b>Inactive</b>	No
<b>Effective Date</b>	01/19/2017
<b>Date of Last Change</b>	01/19/2017 12:43:45.061 PM
<b>Job Profile Name</b>	Collaborative Partnerships Manager - Contract
<b>Job Code</b>	MAE65
<b>Include Job Code in Name</b>	No
<b>Job Profile Summary</b>	NATURE OF WORK:

Serves as administrator of the Orlando United Assistance Center (OUAC). The Orlando United Assistance Center has been recognized as a needed long-term resource for the survivors of the Pulse tragedy, but also for the whole of the Central Florida community. This position will ensure the OUAC continues to build a system that provides an array of free services to help address the needs of those impacted by the Pulse tragedy. Through collaborative partnerships with agencies, survivors and community members can access a variety of services and support which nurture hope, strength, and health. This position will manage the City of Orlando's contract with United Way and the Anti-Terrorism and Emergency Assistance grant through the Department of Justice. Work is performed under the supervision of the Senior Advisor of Homelessness and Social Services and performance is reviewed through conferences, reports submitted, and results obtained.

#### MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university with major coursework in public relations, political science, public administration plus 4 years supervisory/administrative experience in the nonprofit sector or an equivalent combination of education, training and experience.

<b>Job Description</b>	
<b>Job Title Default</b>	Collaborative Partnerships Manager - Contract
<b>Restrict to Country</b>	United States of America
<b>Management Level</b>	8 Individual Contributor
<b>Job Family</b>	Non_Bargaining
<b>Job Category</b>	
<b>Job Classification</b>	2GX - Professional: Contracted Ees (EEO-4Job Categories-United States of America)
<b>Work Shift Required</b>	No
<b>Public Job</b>	Yes

### Characteristics

<b>Difficulty to Fill</b>	
<b>Critical Job</b>	No

### Compensation

<b>Compensation Grade</b>	NB114
<b>Compensation Grade Profile</b>	

Impacted Eligibility Rules

Qualifications

Responsibilities

Responsibilities

Required	Responsibility
	<p>EXAMPLES OF WORK PERFORMED:</p> <p><b>Note: The listed duties are only illustrative and are not intended to describe every function that may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.</b></p> <p>Determines strategic needs and what is desired for a robust system that includes collaborations with the mental health community, social services community, LGBTQ community, the Hispanic and African American community, along with other needed influencers and change makers.</p> <p>Builds collaborations that have strategic benefits that can only be realized through an alliance or partnership. The Manager will work in conjunction with the OUAC and other conveners of these systems, to gather key stakeholders to determine whether areas of the OUAC intended impact and theory of change would be enhanced by collaboration, and what level of integration and length of partnership are required to achieve the impact the community seeks.</p> <p>Identifies potential organizations to collaborate with, then begin conversations.</p> <p>Conducts a market mapping and landscape analysis to determine potential partners.</p> <p>Considers practical implementation challenges. Taking into account organizational culture and structure, strengths, weaknesses, leadership, governance, systems, and back-office support, critically consider the practical challenges of implementation.</p> <p>Involves key staff at the organizations to discuss the realities of their work.</p> <p>Implements collaboration, adjusting as needed.</p> <p>Communicates openly, learning, adapting, and measuring key indicators that ensure healthy and successful collaborations and systems building.</p> <p>Eliminates barriers for agencies and survivors, so that the OUAC will provide respectful, compassionate, and effective services.</p> <p>Joins survivors and those agencies who interact with victims to provide, sustain, and support a collaborative system of direct services across the region that is comprehensive, victim-centered, and accessible to the diverse survivor population.</p> <p>Coordinates complex high-level operations among agencies, funders and various levels of government across multiple jurisdictions.</p>

Required	Responsibility
	<p>Coordinates with partners to ensure that best practices and lessons learned through the coordination efforts are communicated throughout the various levels of government and can serve as templates for future recovery operations.</p> <p>Provides entry points for International visitors, federal, state and local emergency management professionals and academics interested in learning how the City responded to the Pulse tragedy and our lessons learned from the OUAC.</p> <p>Translates key program concepts into case value statements.</p> <p>Advises in all communications activities related to internal program implementation and external image-building among key stakeholders including donors, government officials and the general public.</p> <p>Defines communication policies and reporting structure which will improve internal communications among the various agencies and set the standard for reporting on successful program implementation to the community, survivors and donors.</p> <p>Documents action plans, presentations and program results for stakeholders.</p> <p>Provides technical support to program quality and consistency including: program design, rapid emergency assessment methodology, monitoring and monitoring planning, reporting, and evaluations for systems being built within the OUAC and around the OUAC.</p> <p>Stays abreast of current developments in evidence-based response in the humanitarian field.</p> <p>Develops quality monitoring and evaluation systems for response and longer term programs considering assessment, design, development, funder requirements, resources and capacities, and current best practices in the humanitarian sector.</p> <p>Supports or directly develops, depending on need, the design and implementation of baseline, mid-term and end of project evaluations, surveys and other components of the OUAC.</p> <p>Manages the implementation of all aspects of the risk function, including implementation of processes, tools and systems to identify, assess, measure, manage, monitor and report risks.</p> <p>Assists in the development of and manage processes to identify and evaluate OUAC and OUAC program risks.</p> <p>Provide reporting to appropriate entities based upon requirements from funding.</p>
	<p><b>KNOWLEDGE, SKILLS, AND ABILITIES:</b></p> <p>Knowledge of municipal government, including objectives, programs, projects, activities and challenges</p> <p>Knowledge of the City of Orlando and its various communities</p> <p>Knowledge of social media and digital communication channels</p>

Required	Responsibility
	<p>Ability to communicate effectively, both orally and in writing</p> <p>Ability to conduct research studies, investigations, and prepare concise, accurate written and oral reports.</p> <p>Ability to monitor and evaluate OUAC and OUAC program risks.</p> <p>Ability to assemble, organize and present statistical, financial, or factual information derived from a variety of sources.</p>