



CHILD WELL-BEING COALITION MANAGER

REPORTS TO: Director of Research & Evaluation

STATUS: Full-Time

CLASSIFICATION: Non-Exempt

LOCATION: Columbia

I. Position Summary

The child well-being coalition manager is a full-time position of Children's Trust of South Carolina. This position will have responsibility for leading the South Carolina Child Well-Being Coalition on behalf of the South Carolina Department of Health and Environmental Control (SCDHEC) in partnership with Children's Trust of South Carolina (Children's Trust). The child well-being coalition manager will provide strategic direction and leadership to the coalition and coalition co-chairs to create a statewide plan for improving child well-being, manage the workgroups, and assist with the implementation, evaluation and monitoring of the plan.

The South Carolina Child Well-Being Coalition is a partnership among over 40 organizations with a focus to support and implement evidence-based and promising practices, policies, and programs to mitigate the effects of poverty. The vision of the coalition is to optimize opportunity for all children living in South Carolina, the mission is to improve well-being outcomes of South Carolina children experiencing poverty, and the values are cultural competence, equity, prevention, and strengthening families. The coalition consists of over 200 individual members, five workgroups, ten workgroup co-chairs, leadership and core teams, and leadership chair.

II. Duties and Responsibilities

Serve as the manager of the child well-being coalition and related workgroups; provide oversight, direction, and staff support for all coalition activities and associated projects.

Use data and research to understand context of child well-being and poverty; use context to inform strategic direction of the coalition; understand the array of available data and research on child well-being and child poverty in South Carolina; incorporate local data into monitoring and evaluation plans.

Coordinate and facilitate coalition meetings and communicate effectively with members to promote collaboration, negotiation, and problem solving.

Plan, coordinate, and execute educational and training activities; develop training, reference materials and workshops for coalition and community members and coalition activities; link appropriate SCDHEC and Children's Trust training and technical assistance opportunities with the coalition.

Collaborate and build strategic relationships with the DHEC team members, other state agencies, hospitals, physicians' health organizations, related businesses, academic institutions, and community-based organizations to promote coalition's mission and goals.

Visit local communities and providers across the state to fully understand community needs, leadership, and the service array available to children and families. Cultivate partnerships that build services and public health awareness in each community.

Build connections with these groups and serve as a liaison to other identified statewide coalitions to fulfill the goals and objectives of the coalition as aligned with SCDHEC and Children's Trust.

Coordinate with Children's Trust program team to identify alignment between Children's Trust and coalition initiatives. Serve as a member of the Children's Trust KIDS COUNT team, assisting with grant-related tasks and deliverables.

Serve as an active member (or leadership member as needed) of the Alliance for a Healthier South Carolina, South Carolina Behavioral Health Coalition, Forging New Pathways to Fight Poverty in South Carolina, and other relevant coalitions/groups as appropriate.

Manage and oversee expenditures of coalition budget (or contract) in concert with the Grants Accountant; plan and track expenses; reconcile invoices; ensure expenses stay within approved budgeted funds.

Working through appropriate Children's Trust and SCDHEC protocol, coordinate and assist with grant research and writing; write and develop grant reports; keep accurate files, records and other related documentation.

Attend meetings, trainings, conferences, workshops, etc., as appropriate to enhance job knowledge and skills and to build relationships with partners.

Perform other duties and responsibilities as requested with an appropriate sense of humor, positive and professional attitude, and team spirit.

III. Qualifications

Have a master's degree or higher in public health or related field such as health education, administration, policy/planning, social work, or community/organizational psychology with five years' coalition leadership experience.

Exhibit understanding and experience with coalition operational methods and theory. Generate creative and/or new ideas to support collective action.

Demonstrate proven project management and organizational skills. Able to follow through with all projects and assignments, follow timelines and meet scheduled deadlines.

Skills and ability to represent Children's Trust as the backbone agency for the Child Well-Being Coalition and to local and statewide nonprofit and government organizations professionally and effectively.

Skills and ability to build mutually beneficial relationships with an array of entities to support the mission of Children's Trust. Exhibit excellent communication and interpersonal skills; interact with internal and external contacts with diplomacy, tact, professionalism, and discretion.

Excel at details, multi-tasking, setting priorities and working independently.

Solve problems and act effectively and efficiently under pressure.

Ability to follow through with all projects and assignments, meeting or exceeding timelines and deadlines.

Ability to work well in team environment being candid, cooperative, assertive and persuasive as necessary, and to work well with funding partners/clients, vendors/agencies and community partners.

Ability to present information and report progress and needs concisely and effectively – verbally and written.

Manage light to moderate carrying and lifting of items.

Demonstrate proficiency in all Microsoft Office Suit; proficiency in Trello or other project management system preferred. Experience in the Blackbaud product suite a plus.

Travel throughout South Carolina on a regular basis and nationally as needed.

This position is funded through a contract and is subject to change.

Children’s Trust of South Carolina provides equal employment opportunities to applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability.

The forgoing statements describes the general purpose and responsibilities to this job and are not an all-inclusive list of all responsibilities and duties that may be assigned or skills that may be required.

Position: Child Well-Being Coalition Manager

Approved by:

Chief Executive Officer: _____ Date: _____

Employee’s Signature: _____ Date: _____

Signature indicates verification of receipt of job description. The job description supersedes and rescinds all previous job descriptions.