



Collaborative Network Manager Position Description

About East Side Aligned:

In 2015, community members developed a bold agenda—The East Side Aligned [Roadmap](#)—aimed at creating the conditions for all children and youth within the East St. Louis School District 189 footprint to be:

- Healthy and Safe in their Environments
- Socially Connected and Emotionally Secure
- Successful in School, College, and Work
- Positively Engaged in their Community

Comprised of over 180 strategies, the Roadmap reflects the community's aspirations for young people and the willingness of people and organizations to work together to create the conditions for young people to thrive. In 2022, East Side Aligned (ESA), the organization, was formed to sustain the work of strengthening community collaboration and facilitating systems change. Visit www.eastsidealigned.org to learn more about how ESA is bringing people together to champion equity, justice, and well-being with and for young people.

Position Summary

An East Side Aligned Collaborative Network Manager provides facilitative leadership, project management, and other strategic supports to one or more Collaboratives, equipping individuals and organizations with tools and resources to achieve shared goals toward creating the conditions for young people to thrive.

East Side Aligned is currently hiring Collaborative Network Managers to support Collaboratives within the two impact areas: **1) Youth Mental Health** and **2) Violence Prevention**.

Network Operations

The Collaborative Network Manager builds a strong infrastructure of supports to achieve the Collaborative's goals. Key activities include:

- Provide facilitative and administrative leadership to the Collaborative's leadership/governing bodies
- Coordinate, facilitate, and document Collaborative meetings, events, and other activities
- Develop and manage Collaborative's operating and project budgets, ranging from five to seven-figures
- Oversee grants and provide quality grant management, ensuring deliverables are met and compliance with all financial, administrative, and programmatic requirements
- In partnership with the Collaborative, develop and implement of short- and long-range programmatic plans, providing quality project management throughout each phase
- Guide and assist with implementing evaluation activities to track the Collaborative's data, progress, and impact and support the facilitation of continuous improvement activities
- Supervise assigned staff, interns, practicum students, and/or volunteers, supporting their professional development and equipping them to perform duties effectively
- Manage relationships and contract deliverables with consultants and vendors
- Identify and assist in pursuing funding opportunities to support the Collaborative's efforts
- Support communications functions, including managing the Collaborative's social media presence and producing content for marketing efforts to strengthen awareness, increase stakeholder engagement, and generate resources

Community Collaboration

The Collaborative Network Manager fosters collaboration and accountability among diverse stakeholders to collectively shift system conditions. Key activities include:

- Build and manage relationships with sector leaders, youth, parent/guardians, funders, policymakers, and other key stakeholders
- Foster improved communication, coordination, and collaboration among diverse stakeholders
- Assist stakeholders in applying an equity-lens to all activities, fostering data-driven decisions, and facilitating systems change approaches
- Support stakeholders in implementing strategic initiatives and projects
- Help create and facilitate opportunities for residents to engage and lead CG activities
- Represent CG on relevant local and statewide committees as well as at conferences and trainings
- Other duties as assigned

Requisite Qualifications

- Demonstrated commitment to racial equity, social justice, and individual and community well-being
- A systems-oriented thinker with the ability to analyze complex relationships and situations, think outside the box, act, and promote innovative approaches
- Strong facilitation and project management skills with the ability to manage complex, multifaceted projects resulting in measurable success
- Strong relationship builder with the ability to find common ground, build consensus, and strengthen collaboration among diverse stakeholders
- Excellent communication skills, both written and oral, with the ability to represent the organization externally across a wide range of stakeholders and constituencies
- Demonstrated experience supporting and/or managing teams
- Working knowledge of organizational planning, budgeting, administrative operations, and fundraising
- Demonstrated ability to analyze and compile data for planning purposes
- Strong community awareness and astuteness
- Ability to successfully navigate in a fast-paced, results-driven, and entrepreneurial environment

Reporting Relationship: The Collaborative Network Manager reports to the Executive Director.

Salary: \$55,500

Benefits (*Partial List*):

- Competitive medical/dental/vision insurance plans; 80% of base plan covered by ESA
- 4% 401(k) employer contribution
- Employer paid short-term disability, long-term disability, and life insurance
- Human-centered Paid Time Off (PTO) and Leave policies
- Flexible work schedules and the option to work remote up to 3 days a week

Submit cover letter, resume, and questions to admin@eastsidealigned.org

Position will be posted until filled