

**CITY OF FORT WAYNE JOB POSTING**

**Applicants and Employees must meet duties/essential functions and minimum requirements.**

|                     |   |                   |                                      |
|---------------------|---|-------------------|--------------------------------------|
| Job Vacancy:        | <b>Program Manager – Executive Director Fort Wayne UNITED</b> | Department:       | Police                               |
| Requisition Number: | 2023142   |                   |                                      |
| Hours:              | 8:00 am to 5:00 pm, may vary                                  | Rate of Pay:      | \$86,000.00 to \$105,000.00 Annually |
| Date Posted Up:     | 3/1/23  | Date Posted Down: | Until Filled                         |
| Time Up:            | 5:00 pm   | Time Down:        |                                      |

**SUMMARY**

Working under the direction of the Mayor and the Fort Wayne UNITED Steering Committee, the incumbent works closely with the Mayor and Police Chief to promote community engagement through collaborative efforts and City initiatives. Incumbent oversees and leads a network of community-wide system stakeholders to plan, manage and implement integrated strategic initiatives that engage the minority segment of the community and foster a strong, productive relationship between the City and community. Serves as a liaison to local, state, and federal level agencies to promote the City’s community engagement priorities.

Fort Wayne UNITED is a Mayoral Initiative that is designed to answer the call to enhance advocacy that creates opportunities for all, but with an emphasis on Black Men and Boys. By bringing together a group of passionate and committed leaders that make up a steering committee, the initiative will engage, educate, and empower the community through collaborative efforts that fall under the umbrella of Fort Wayne UNITED. Through meaningful partnerships with organizations like Fort Wayne Community Schools, East Allen County Schools, and the YMCA, several ongoing efforts like Late-Night Basketball and Friday Tie Day that are focused on Black Male Achievement, Ten Point Coalition that directly engages specific neighborhoods with a “boots on the ground” approach to violence prevention, and the United Front Initiative that builds pipelines to enhanced Racial DEI&B all under one umbrella, this City of Fort Wayne Initiative is aimed at building a safer, more hopeful, and inclusive culture in Fort Wayne. The incumbent is expected to exercise good judgment, strong leadership, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with City and department policies and procedures as well as federal, state, and local regulations. At all times, the incumbent maintains absolute confidentiality of all work-related matters, including personnel records and all associated information. This position is a political appointive position, and the incumbent serves at the pleasure of the Mayor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following.

- Leads ongoing Fort Wayne UNITED programs, initiatives, and strategic direction,
- Develops and creates new programs and partnerships;
- Serves as a liaison for Mayor’s Office through communication with leaders of the non-profit, businesses, community at large, and the media;
- Through internal and external collaboration, coordinates a citywide plan of action to enhance opportunity and safety for identified populations by working with local program providers and stakeholders;
- Directs Fort Wayne UNITED operations, projects, and programs;
- Oversees and leads the Fort Wayne UNITED steering committee and staff to establish and implement goals, programs, and procedures;
- Secures revenue from businesses, foundations, and other local and national donors. Leads Fort Wayne UNITED’s fundraising and stewardship strategy;
- Meets with local news media representatives, community organizations, business representatives and the public to give and receive information regarding Fort Wayne UNITED goals, initiatives, and activities on behalf of the Mayor;
- Coordinates appearances for the Mayor with the business community and outreach stakeholders;

- Assists in the development and implementation of the Mayor's strategic initiatives in regard to engagement with the minority community segment of the City of Fort Wayne;
- Acts as an advisor to the Mayor and Mayor's staff, researches issues while advising on course of action on local community needs and partnership opportunities;
- Fosters positive relationships between the community and the Mayor's Office to further the community engagement goals of the City;
- Develops and implements strategies and action plans to advance community engagement issues in consultation with the Mayor;
- Helps to resolve complex and politically sensitive problems encountered in performance of work assignments;
- Develops, organizes, and identifies areas for improvement and enhancement to the Fort Wayne UNITED structure to ensure the maximum impact of efforts and resources;
- Enhances, and expands outreach and scope of work of Fort Wayne UNITED;
- Participates in partnerships with Law Enforcement, adult/juvenile Criminal Justice Systems to assess proactive crime reduction and support solutions;
- Presents comprehensive and evaluative reports on Fort Wayne UNITED progress to administration;
- Serves as a liaison with other intergovernmental departments, other government agencies and the public to answers questions and provides information about the Fort Wayne UNITED initiative;
- Meets with constituents, interest groups and community members on City policy, practice and procedure concerns;
- Represents the City in making presentations as needed to boards, commissions, and citizen groups, such as neighborhood associations and area partnerships;
- Researches national best practices for community engagement, violence prevention, race relations and advises on strategies for implementing innovative solutions for the FWPD and the City of Fort Wayne;
- Facilitates meetings, and presentations to community groups, organizations, and identifies potential stakeholder partners;
- Possesses liaison skills that contribute to maintaining good relations between all parties;
- Promotes activities for influencing community engagement priorities to the benefit of the City of Fort Wayne;
- Researches best practices and advises on strategies for implementing innovative solutions to improve and maintain a positive relationship with minority segments of the community;
- Develops local outreach and engagement plans in conjunction with the FWPD and Mayor's Office;
- Responds to questions from local, state and federal officials on local community engagement strategies and activities;
- Analyzes data on the effectiveness and efficiency of programs and services, and implements corrective action when needed;
- Delegates work responsibilities, manages staff and services contractors to achieve goals and objectives;
- Creates relationships with, and partners with other cities to share best practices, procedures, and programs that enhance opportunities and safety for targeted populations;
- Consults with various community partners and City departments on programs aimed at economic empowerment of Fort Wayne residents;
- Researches, identifies, and procures resources such as consultants, and technical assistance to improve the quality or extend the level of services in the community through the Fort Wayne UNITED initiative;
- Represents the City at public meetings, hearings, and events;

### **PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by the Mayor and the Fort Wayne UNITED Steering Committee. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from the Mayor and the Fort Wayne UNITED Steering Committee. The Mayor and the Fort Wayne UNITED Steering Committee will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

### **SUPERVISORY RESPONSIBILITIES**

As Executive Director, incumbent supervises Fort Wayne UNITED, United Front, and Ten Point Coalition staff members. The incumbent interviews, hires, and trains employees; plans, assigns, and directs work; appraises performance; rewards and disciplines employees; addresses complaints and resolves problems. Carries out supervisory responsibilities in accordance with the City of Fort Wayne's policies and applicable laws.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

- Outstanding leadership skills with the ability to build lasting relationships with a variety of community stakeholders;
- A combination of work experience and academic pursuit equivalent to a bachelor's degree and five years increasingly responsible experience in the Police Department, public programs and administration, non-profit social services or a related field;
- Broad knowledge of the principles, objectives and procedures of community development and engagement. Knowledge and understanding of federal, state, and local laws dealing with the FWPD and social programs;
- Strong ability to evaluate current processes, prioritize tasks, and manage work independently while maintaining strong cross functional alignment;
- Significant experience in program development and management;
- Outstanding facilitation skills; proven ability to influence others with minimal formal authority structures.
- Ability to frame a new vision of the future and generate energy and excitement in others to buy into and help move toward that vision;
- Communicates effectively both orally and in writing.
- Able to work after hours and weekends to support programs, make presentations, and attend events of community organizations and partners.

## **LANGUAGE SKILLS**

Ability to objectively analyze and recommend solutions to planning problems and issues. Ability to write and speak clearly and concisely to produce reports and proposals and make oral and graphic presentations; and knowledge and understanding of basic word processing, spreadsheet and database software.

## **REASONING ABILITY**

Ability to review proposals, plans, and strategic direction recommendations from consultants, national initiative networks, and other partners. Incumbent is expected to contribute toward resolving many complex issues concerning departmental goals and objectives. A considerable portion of the work will entail project development and studies along with supervisory and administrative duties. Independent analysis and plan development is expected with minimal direction.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Indiana Driver's License, if a City vehicle is used.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

|   |
|---|
| Applications may be submitted on-line at <a href="http://www.cityoffortwayne.org">www.cityoffortwayne.org</a> or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1 <sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN |
|---|

between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

**Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran’s status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.