

# UNITED WAY OF EAST CENTRAL IOWA

Job Description Form



<b>Job Title/Dept:</b> Senior Program Manager	
<b>Reports to:</b> Vice President, Community Building	
<b>Type of position (Double-click the box):</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Regular <input type="checkbox"/> Part-time <input type="checkbox"/> Specially funded <input type="checkbox"/> Intern <input type="checkbox"/> Temporary	<b>Hours <u>40</u> / week</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
<b>Supervisory Responsibility</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>Number of Direct Reports <u>1</u></b>	<b>Other Skills</b>
<b>CORE VALUES AND BEHAVIORS</b>	
<b><u>Values</u></b> <ul style="list-style-type: none"> <li>• Relationships</li> <li>• Excellence</li> <li>• Learning</li> <li>• Service</li> <li>• Leadership</li> <li>• Collaboration</li> <li>• Innovation</li> <li>• Integrity</li> </ul>	<b><u>Core Competencies</u></b> <ul style="list-style-type: none"> <li>• Relationship Oriented</li> <li>• Results Driven</li> <li>• Brand Steward</li> <li>• Collaborator</li> <li>• Mission Focused</li> </ul>
<b>PRIMARY PURPOSE</b>	
<p>This position will have overall strategic and operational responsibility for the AIM staff, programs, expansion and execution. S/he will demonstrate extensive knowledge of the human service field, core programs, operations and business plans. S/he will assist in driving the mobilization of resources and the sustainability of the project in collaboration with the UW leadership and donor relations teams.</p>	
<b>ESSENTIAL JOB FUNCTIONS</b>	
Major Area of Responsibility	Tasks Undertaken to Accomplish the Essential Function (What do you do and why do you do it?)
<b>Program Vision and Strategy</b>	<ul style="list-style-type: none"> <li>• Successfully develop the vision in partnership with the VP Community Building, UW leadership team and the community.</li> <li>• Establish clear, measurable action plan that translates the vision into strategy and effectively integrates UW departments and cross sector partners</li> <li>• Identify strengths, skills and gaps in the development and implementation of the plan.</li> <li>• Actively engage and energize staff, key partners and stakeholders and build investment in the vision</li> <li>• Create innovative strategies and coordinate with other stakeholders/departments to determine community resources and potential investments</li> </ul>

<b>Leadership and Management</b>	<ul style="list-style-type: none"> <li>• Ensure ongoing programmatic excellence, rigorous program evaluation and consistent quality of communications and systems; recommend timelines and resources needed to achieve strategic goals</li> <li>• Provides early identification of problems and clearly articulates issues, potential impact and people and functions impacted and seeks a positive solution</li> <li>• Gathers relevant data to use in problem solving and making decisions</li> <li>• Is able to clearly structure functions to achieve key results and consults and coordinates with others</li> <li>• Develop and manage budgets</li> <li>• Develop program plan, contracts and policies</li> <li>• Provide direct supervision to Data Manager and other key staff</li> </ul>
<b>Strategic Relationship Management And Partnership Development</b>	<ul style="list-style-type: none"> <li>• Build and maintain successful and positive relationships with all key stakeholders through confidence, sincerity, knowledge and the ability to deliver a persuasive message</li> <li>• Influence others, communicate cross functionally and build consensus for the business plan</li> <li>• Engage and solicit input from other community stakeholders and internal partners</li> <li>• Identify target organizations or individuals to recruit as partners</li> </ul>
<b>Measure, Evaluate And Communicate Results</b>	<ul style="list-style-type: none"> <li>• Ensure that all staff and volunteers accomplish key goals and achieve measurable outcomes.</li> <li>• Measure, monitor and communicate progress towards goals and adjust plans when necessary</li> <li>• Delivers, clear, concise and convincing presentations to key stakeholders</li> <li>• Prepares clear, concise written communications</li> <li>• Initiates regular communications with UW leadership, board and key stakeholders to report on progress</li> <li>• Work in collaboration with UW leadership team to promote and market program</li> </ul>
<b>Builds Successful Teams</b>	<ul style="list-style-type: none"> <li>• Lead, coach, develop and retain high performance staff</li> <li>• Ability to build consensus and/or collaborate through facilitation, group process and convening skills</li> <li>• Brings people together to effectively to successfully execute tasks</li> <li>• Ability to recruit, motivate, inspire and lead staff and volunteers in a team environment</li> <li>• Develop, maintain and support a strong steering committee and partnership groups</li> </ul>

<b>Required Qualifications</b>			
<b>Education:</b> <input type="checkbox"/> High School Diploma/GED <input type="checkbox"/> Associate Degree (2 year program) <input checked="" type="checkbox"/> Bachelor's Degree <input checked="" type="checkbox"/> Master's Degree	<b>Required</b> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<b>Preferred</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<b>Work Experience: Check the box that identifies the amount of previous work experience.</b> <input type="checkbox"/> No previous experience <input type="checkbox"/> 1-3 years <input type="checkbox"/> 3-5 years <input checked="" type="checkbox"/> 5-7 Years <input type="checkbox"/> 7 or more years
Describe any specific field of study: Health or Human Services, Social Work or Public Health preferred			

**Job Skills and Attributes**

- Innovation and Creativity - Remains open to new ways of doing business. Critically examines rules to see if they have outlived their

usefulness. Flexibility, adaptability and openness to change. Commitment to continuous learning.

- Action Oriented/Results Driven - Demonstrate strong drive to achieve meaningful results and ability to follow-through on commitments. Able to anticipate and resolve problems effectively. Work on concurrent assignments and meet deadlines.
- Effective Communication - Prepare clear, complete and concise reports. Ability to work effectively with volunteers and staff. Must have ability to maintain confidential information. Good interpersonal and relationship building skills.
- Cultural Competency - Ability to understand, communicate with, and effectively interact with people across cultures.
- Relationship Management – Works to understand, relate to and engage constituents to improve their experience with our brand and generate more significant relationships with them. Generates and grows relationships to drive positive impact for the community on issues we've identified as being important.

### **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 may be frequently required to use finger and hand motion and occasionally required to stand, walk and reach with hands and arms. The employee must occasionally lift and/or move objects up to 20 lbs. Specific vision abilities required by this job include close vision and ability to adjust focus.

**ACCOUNTABILITY AND DECISION MAKING** –What rules or procedures limit the activities and authority of this position? What judgments and decisions are being made?

- This position must coordinate and communicate regularly with the VP Community Building and UW leadership team regarding the vision and strategy of the program.

Note: This job description indicates the normal type and level of work expected of the incumbent. Incumbent may be asked to perform other duties as apparent or assigned.