



Program Manager- United Way of Henderson County

Hours and benefits: Full-time (37.5 hours per week) exempt position. A generous benefit package includes vacation, holiday and PTO leave, health, dental and life insurance, and a SEP retirement plan. See Personnel Policy for full benefit details.

Reports to: Executive Director

Salary: \$45,000-\$50,000, depending on qualifications and experience

Application Process: Submit a cover letter and resume to jobs@liveunitedhc.org. In the subject line of the email, please state your name and the position title, i.e. "Maria Martinez- Program Manager". Applications will be received until position is filled. Interviews of select applicants will begin in January 2023. **Applications without a cover letter will not be accepted.** No phone call inquiries, please.

Overview: Provide leadership to United Way of Henderson County (UWHC)'s signature programs and initiatives, working with staff, board, and volunteers to plan and implement United Way's DEI work, Rising Leaders, Women United, GEM programs, and annual Impact Days. Also supports UWHC's grantmaking process and other community impact initiatives.

Main Duties:

- **Women United and GEM Program:**
 - Serve as primary staff liaison with Women United, UWHC's affiliate group for women who want to connect their philanthropy to volunteer initiatives, community education and networking opportunities. Serve on the Women United (WU) Executive Committee, attend WU meetings, take minutes, and work with WU Executive Committee Chair on agenda items and coordination of WU sub-committee work.
 - Work with Marketing and Events Manager and WU sub-committees to plan and execute WU events.
 - Serve as primary liaison with WU's signature initiative, Girls Empowered (GEM), an after-school program for girls designed to increase self-esteem and school success. Oversee volunteer GEM coordinators as they work with staff at schools with GEM programs. Provide assistance with communication, coordination, and any needed UWHC financial support. Attend GEM sessions on a regular basis.

- **Rising Leaders:**
 - Serve as staff lead for UWHC's Rising Leaders Program, a seven month "lunch and learn" program that educates participants in the critical skills needed to serve on nonprofit boards and culminates with a "speed-matching" graduation event to introduce Rising Leaders to local agencies.
 - Serve as liaison with the Rising Leaders committee. Work with committee and other UWHC staff to recruit a cohort of Rising Leaders every year, design session content, and recruit outside speakers.
 - Plan and implement Rising Leader graduation and speed dating event.

Impact Days:

- Work with other UWHC, contract staff or committees on United Way's annual Impact Days, including Day of Caring, National Letter Carriers Food Drive, Day of Action and other organizational volunteer opportunities. These events mobilize hundreds of volunteers every year who work on hands-on projects at local nonprofits and schools.
- Provide administrative support, including data entry and communication with volunteers and project coordinators.

• **Diversity, Equity and Inclusion:**

- Provide support and coordination in UWHC's continuous work to implement systems to monitor and improve policies, procedures, and operational systems for inclusivity and equity. Work with Executive Director and DEI committee to plan annual DEI training for staff and board.
- Work with other community partners to create, offer, or support community trainings and initiatives that build a culture of inclusivity and equity in Henderson County.

• **Funds Distribution:**

- Support UWHC staff, community volunteers and board members in administering United Way grants.
- Assist with backend and administrative duties, such as maintaining and updating ANDAR Community Builder website for grant applications and agency reports, uploading agency documents, and collecting all required agency data provided during the funding process.

• **Campaign Support:**

- Assist with campaign fundraising by speaking at key rallies and coordinating agency speakers for campaign rallies.

• **Other:**

- Track and report expenses and gift-in-kind donations for programs and projects
- Create program narratives and testimonials to provide content for grants, reports, and other marketing needs.
- Coordinate **2-1-1** outreach in Henderson County by maintaining relationship with state-wide 2-1-1 system, especially Asheville Call Center; promoting 2-1-1 with health and human service agencies, government and other stakeholders in Henderson County.
- Assist with other special initiatives that advance UWHC community impact goals.
- Represent UWHC at internal and community events and speak on behalf of UWHC.
- Represent UWHC on specific committees, organizations and task forces, as appropriate.

United Way of Henderson County is fully committed to assuring equal opportunity and equal consideration to all applicants. UWHC promotes a workplace that actively seeks to include, welcome, and value unique contributions of all people. We welcome and encourage applications from those with disabilities and from underrepresented racial and ethnic groups. We value diversity and strive for a culture of inclusion and equity where all employees feel respected, supported and valued