



UNITED WAY OF TUCSON AND SOUTHERN ARIZONA Position Description

Senior Program Manager Regional Connections Office – Green Valley Full Time, Non-Exempt May 2019

Job Summary:

This position provides leadership and oversight to manage United Way strategies and tasks associated with United Way's early childhood initiatives, overseeing systems building efforts, and managing programs throughout greater South Pima County Region. Reports to the Director of the Regional Connections Office and works out of our Green Valley office.

In addition, this position is responsible for implementing and managing various early childhood and parent education classes. Extending opportunities and resources for families with children in need, birth to age 8 in Sahuarita and the Greater South Pima County Region including: Ajo, Three Points, Vail, Summit View, Amado, Arivaca, and Sasabe, AZ.

This is a full-time, non-exempt position for a highly motivated individual with excellent customer service skills, combined with a high level of initiative and organizational and management skills. Working with other United Way staff, the individual plans and coordinates activities in collaboration with local agencies that deliver services to early education professionals, children, youth and families. Ability to communicate in Spanish is required.

This is a grant funded position.

Responsibilities:

Management and Administration

- Manages policy and project strategies of early childhood education and parent education in Southern Pima County.
- Manages and monitors budget in areas of responsibility.
- Works collaboratively with service providers, key stakeholders and community members based in Sahuarita and Southern Pima County Region.
- Manages and facilitates Parent Outreach and Awareness Program Stay and Plays for families with children birth to age 5 in Sahuarita and the Southern Pima County Region including: Ajo, Three Points, Vail, Summit View, Amado, Arivaca, and Sasabe, AZ.
- Assist in managing and facilitating a Community of Practice for family childcare home providers in the Sahuarita/Green Valley area.
- Assist Director with Coordination of Services grant strategies, events, and meetings.
- Assist Director with Early Childhood Partnership of Southern Pima County initiatives and events.
- Assist Director and executive leadership in the coordination of funded activities.
- Provides expert technical assistance and document support in several project areas.
- Develops program material and application processes for children and youth-related projects and funding opportunities.
- Works cooperatively with and provides general leadership to team members in carrying out the assigned projects with special emphasis on Early Education, Child Development and Family Support.

- Assists Director with financial reporting, procurement, and general finance related matters.
- Prioritizes responsibilities and assignments and completes timely reports.
- Data tabulation and reporting necessary to support the mission of the United Way of Tucson and Southern Arizona.
- Other projects may include outreach and support related to ELDER Alliance and End of Life Care Partnership.

Resource Development

- Assists in researching funding opportunities and developing grant proposals.
- Participates in United Way resource development activities to support the work of the Resource Development Division in securing resources and carrying out special events and projects (e.g., Days of Caring and Community Impact events).

Planning/Leadership/Vision

- Works with First Things First community, Parent Outreach and Awareness Partnerships, Family Support Partnerships, First Focus on Kids Coalition, and other coalitions as determined.
- Prepare and submit data and program details for reports required by funders.
- Plan and assist with the implementation of program related meetings and events.
- Oversight and coordination of scheduled meetings, accommodations, dictation, develop, distribute, and maintain resources for accountability and reporting.
- Performs duties in accordance with United Way policies and procedures such as attending staff meetings, participate in internal and external committees that support the mission of the United Way of Tucson and Southern Arizona.

Facilitation/Coordination

- Develop and maintain relationships with government and private philanthropic organizations and serves on planning and advocacy groups.
- Develop and maintain collaborative relationships with a wide range of individuals in business, non-profit, private, and governmental organizations.
- Collaborates with directors and managers at United Way to develop strategies and partnerships that result in changing community conditions.

Public Education/Social Marketing

- Promotes United Way of Tucson and Southern Arizona to the South Pima County area through media, local government and local foundations.
- Ensures that United Way produced materials are available and distributed to parents and community members on a regular basis. Any other information as needed at community events or via electronic means.
- Organizes and participates in employer "fairs" and local community events occasionally held on weekday evenings and weekends.

Coordination

- Leads and manages the Parent Outreach and Awareness Program Stay and Plays and other parenting events.
- Assist in managing and facilitating a Community of Practice for family childcare home providers in the Sahuarita/Green Valley area.
- Facilitate and support coalition meetings (e.g., FFK, Southern Pima County Coordination of Services Meeting, Early Childhood Partnership of Southern Pima County, etc.)
- Develops and maintains effective communication with United Way staff and other programs and partner agencies.

- Maintains excellent communication with networks, partners, families, volunteers, and community stakeholders.

Other Duties as Assigned

Qualifications, Skills, and Abilities

- A Baccalaureate degree in early childhood education, family studies, human services or a related field is preferred.
- Five years' experience in early education, human services or other related field.
- Excellent oral and written communication skills including clear, concise, and accurate written documents and well-developed computer skills.
- Demonstrated success managing projects and budgets.
- Demonstrated customer service, problem-solving, research and information management, and high level organizational skills.
- Demonstrated ability to tactfully handle stressful situations, negotiate and resolve conflicts, maintain confidentiality and to respect and observe organizational protocol.
- Ability to establish and maintain effective working relationships with United Way staff at all levels; volunteers from diverse backgrounds, donors, community partners, independent contractors, parents, and others.
- Possess or ability to acquire a Level One Fingerprint Clearance Card from the State of Arizona, Department of Public Safety.
- Possess or ability to acquire First Aid and CPR certifications.
- Must possess a valid driver's license, current auto insurance, daily access to reliable vehicle and able to occasionally lift up to 30 pounds.
- Ability to travel to work in a variety of locations throughout Pima County when required including Ajo, AZ at least once a month.
- Flexibility in schedule to work occasional weekday evening and weekend events when required.
- Bilingual required.

Thank you for your interest in this position. Please email resume and cover letter to:

jdenigris@unitedwaytucson.org