



Title:	Program Manager	Group:	Program Volunteers
Reports To:	Executive Director	Duties:	Plan & Implement United Way of ELC Direct Service Programs
Status:	Full-Time	Classification:	Exempt 501C3

POSITION SUMMARY

For over 85 years, the United Way of Eastern LaSalle County has worked for the betterment of education, health, and financial stability for all community members. The Program Manager is an integral part of serving the people in our service area as an organized Project and Event Coordinator. They must have the ability to manage the administration and logistics of direct service programs and special events. These include numerous one-time events and ongoing programs involving volunteers, fundraising, gift cultivation, and related activities. Must be able to coordinate several ongoing projects running concurrently.

KEY RESPONSIBILITIES/ESSENTIAL DUTIES OF POSITION

An individual must be able to perform each essential duty listed below at a satisfactory level:

- Anticipates project needs, discern work priorities, and meet deadlines with little supervision.
- Develops sponsorships, grants, and fundraising events to meet the operational needs of direct service programs.
- Works with diverse group of volunteers, providing leadership in the planning, coordination, and evaluation of United Way of ELC's programs.
- Develops a strong group of committed volunteers, with the assistance of the United Way Board.
- Conducts research and finds resources to help promote United Way of ELC's strategic direction of Education, Income, and Health.
- Responds to inquiries from the public about events, designs social media outreach, and coordinates media interviews with appropriate volunteers.
- Work in partnership with the Executive Director, Community Investment Committee, and Fiscal Manager about program and event finances.
- Prepares reports, social media reports, and Board reports on programs and events.
- All other duties as assigned.



JOB REQUIREMENTS

Minimum requirements preferred:

- Experience in a non-profit organization; understanding of non-profit fundraising.
- Bachelor's degree preferred; and/ or combination of education and work experience considered.
- Takes initiative, ability to work independently, ability to prioritize and work on multiple projects at the same time.
- Experience with event planning and event administration preferred.
- Highly organized.
- Ability to work as part of a team and develop professional relationships.
- Ability to coordinate and manage Direct Service Program from concept to developing materials, volunteers, and sponsorships.
- Ability to recruit and manage a team of volunteers.
- Computer literacy including, but not limited to, familiarity with programs such as Word, PowerPoint, Excel.
- Outside sales experience a plus.
- Ability to work occasional weekends and/or evenings as necessary.

This job description describes the general nature and level of work performed by the Program Manager. It should not be construed as an exhaustive list of all required duties, responsibilities, and skills. The Program Manager must follow the UWELC Non-discrimination policy (Attached).

Competencies are also included.

SALARY STATEMENT

The salary of Program Manager shall be proposed by the Executive Director with the approval of the United Way Executive Committee, subject to budget provisions and reviewed annually.

COMPETENCIES

An individual must be able to demonstrate the following competencies at a satisfactory level:

Accountability/Results Orientation - Is accountable for the achievement of assigned work projects. Collaborates with others to establish work project parameters, desired results/outcomes and resource requirements. Keeps team leader(s) informed on work progress and changes in work direction. Takes ownership of work and outcomes achieved, selecting the best work approach. Protects the United Way brand, promoting its relevance and stature to the



extent possible. Behaves ethically and honestly in all activities done on behalf of UWW and the movement. Demonstrates a commitment to UWW's values, including diversity and inclusiveness.

Decision-Making/Risk-Taking - Evaluates available information and recommends a course of action. Contributes own assessment of risks and implications of decisions in team decision-making efforts. Develops and proposes effective alternative solutions. Uses judgment appropriately in decision-making. Knows when to shift decision-making upwards.

Teamwork Collaboration - Shares pertinent information and keeps team members informed on a regular basis. Ensures that processes, systems and resources are available and direct them properly to enable the team to efficiently accomplish its goals and objectives. Able to adapt quickly to changing conditions or performance expectations. Able to focus on assignments during periods of change and/or uncertainty.

Relationship Management - Utilizes rapport to build trust and collaboration with others. Identifies and shares mutual benefits/needs in working together. Is ethical in dealing with others to achieve the desired results. Interacts and communicates with diverse stakeholders effectively. Fosters and maintains working relationships across the United Way system. Formulates and communicates in an ethical and politically sensitive manner.

Communications - Expresses work issues and problems in a clear and concise manner. Communicates effectively with others up, down and across the organization to achieve expected organization results. Gives and receives constructive feedback. Seeks direct input on team effectiveness and environment.

Innovation/Creativity - Develops and implements new approaches to accomplish tasks that impact others in and outside of own team. Is able to reasonably "take risks." Assists others in developing new systems, products, processes and procedures. Strives to stay current on new or emerging trends and capitalizes on them.

Non-Discrimination Policy:

The Officers Directors, Committee Members, Employees and all other persons served by United Way of Eastern LaSalle County shall be selected on a nondiscriminatory basis with respect to age, sex, race, religious, handicap and national origin.



United Way Worldwide’s Diversity, Equity & Inclusion Statement that United Way of Eastern LaSalle County also adheres to:

Diversity, Equity & Inclusion Statement of Principle:

We take the broadest possible view of diversity.

We value the visible and invisible qualities that make you who you are.

We welcome that every person brings a unique perspective and experience to advance our mission and progress our fight for the health, education, and financial stability of every person in every community.

We believe that each United Way community member, donor, volunteer, advocate, and employee must have equal access to solving community problems.

We strive to include diversity, equity, and inclusion practices at the center of our daily work.

We commit to using these practices for our business and our communities.

Join us in embracing diversity, equity and inclusion for every person in every community.

LIVE UNITED.

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Signature _____ Date _____

Printed Name _____

Supervisor _____ Date _____

Printed Name _____ Title _____