

Fostering an Equitable, Engaged, Empowered Community



CAREER OPPORTUNITY:

Program Manager Central Iowa HealthWorks

Position Posted: 9/13/2022	Application Deadline: September 29, 2022
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- To apply, please send a cover letter and resume to careers@unitedwaydm.org
- For more organizational information, please visit www.unitedwaydm.org

Position Summary

United Way of Central Iowa is seeking a Central Iowa HealthWorks Manager to oversee a federally funded program to help individuals seeking careers and career pathways in healthcare by providing tuition-free education, training and wraparound services in order to become self-sufficient and financially stable. The program also supports and connects with healthcare employers by creating a skilled labor market that is ready for good jobs. Central Iowa HealthWorks is a program under United Way's Central Iowa Works initiative to build solutions that help businesses, families, and our community thrive. Our programs connect employers with talented workers in jobs that provide career growth and economic success.

The Program Manager is responsible for working collaboratively with our primary project partners, including healthcare employers, public sector and non-profit community partners to ensure and maintain the success of the program and its clients. In addition to community collaborations, this position has a wide range of duties including executing the project plan to meet goals, data collection/analysis, technical assistance, performance outcomes, reporting and evaluation, and supervision of three case managers. The program manager reports directly to the CIW Director and works collaboratively with CIW and UWCI staff as necessary. This is time-limited position based on grant funding for the next three years and offering a salary range of \$48,700- \$52,000 depending on experience. Candidates with diverse backgrounds and experiences are encouraged to apply!

Why choose United Way of Central Iowa?

United Way of Central Iowa is an established and highly respected nonprofit in the Central Iowa area and the United Way Worldwide network. Employees at UWCI have a passion for the organization's mission and

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community impact work and strive to create a positive, inclusive, and welcoming work environment. Our Core Values of Compassion, Integrity, Community Engagement, Responsiveness and Striving for Excellence is the foundation for how we do our work and to reach our aspiration to “Engage Community to Empower All.” In addition to a competitive salary and robust benefits package that include health insurance, a dental and vision plan, 401(k) with match and paid life insurance, we offer the following:

- A hybrid remote work schedule (2 days at home, 3 days in the office)
- A positive work environment that fosters diversity, equity, and inclusion principles
- Generous paid vacation plan, holidays, a personal holiday, and sick time
- Paid volunteer time off
- Convenient central Des Moines location with free parking
- Free, newly remodeled on-site fitness center
- Tuition Assistance
- Commitment to employee professional development
- Fun monthly opportunities for employees to build camaraderie
- Wellness initiatives

Essential Accountabilities Include (but not limited to):

- **Manage and support three case managers who work directly with the client population for the program to ensure a client-centered approach to the work and successful outcomes.**
- **Oversee and maintain multiple stakeholder relationships and collaborations.**
- **Collaborate with the UWCI Community Impact staff and CIW staff to ensure program strategies are aligned with United to Thrive (UWCI’s new strategic framework), specifically the Economic Opportunity priority area.**
- **Collaborate with others across the organization to ensure all facets of the program are being executed effectively and timely – including, but not limited to, finance, donor engagement, and marketing.**
- **Work collaboratively with the CIW team to maintain a comprehensive recruitment and retention plan for job seekers and incumbent workers.**
- **Liaise with community and public organizations to ensure a sufficient number of participant referrals to the project.**
- **Oversee and maintain data collection and analysis to meet the reporting requirements outlined in the grant agreements with the Economic Development Administration and United Way of Central Iowa.**
- **Monitor the program activities on a regular basis and conduct and write regular evaluations according to the project evaluation framework for both organizational and Economic Development Administration review.**
- **Develop and grow relationships with all employer partners, regularly solicit their input, and make sure their needs are being met through the project through regular sector partnership convenings.**
- **Ensure training and education offered by education partners meets all grant requirements through regular sector partnership convenings and individual meetings/communications.**
- **Ensure the project operates within the approved budget including monitoring and approving all budgeted program expenditures.**

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- Identify and evaluate the risks associated with program activities and take appropriate action to control the risks.
- Present program information to various stakeholders and community or partner groups.

Competencies:

- **Supervision, Empathy: Decision Making, Adaptable, Business Acumen, Project Management: Relationship Building, Collaboration, Consensus Building, Communication Skills – oral, written and presentation, Analytical, Team Oriented**

Experience:

- Two to five years of supervisory-level experience in education, workforce development, sector-strategies, and/or program management.
- Two years non-profit, government, or educational institution experience working with vulnerable populations.
- Healthcare background preferred.
- Federal grant management experience strongly desired.
- Understanding of sector-strategy approaches, nonprofit community resources, community, working with diverse partner groups.
- Proficient computer skills in Microsoft Office Suite and social media.
- Valid driver's license and access to a vehicle.

Education:

- Bachelor's degree in a related field. Experience may be considered in lieu of some education.

United Way is an equal opportunity organization and all qualified applicants for employment or contract assignments will receive consideration for employment without regard to race, religion, skin color, gender, national origin, ethnicity, sexual orientation, gender identity, physical or mental abilities, genetic information, pregnancy, disability, age, family or marital status, veteran status or other characteristic protected by applicable. United Way of Central Iowa will consider qualified candidates with criminal histories in a manner consistent with the role requirements and any applicable local, state, and Federal law. If you are a job seeker with a disability, or are assisting someone with a disability, and require accessibility assistance or an accommodation to apply for one of our jobs, please call 515-246-6516.