

United Way of Central Iowa leads the fight for the health, education, and financial stability of all central Iowans.



CAREER OPPORTUNITY:

Program Manager, Central Iowa Returning Citizens Achieve (CIRCA)

Position Posted: August 20, 2020	Application Deadline: September 3, 2020
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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 Program Manager for Central Iowa Returning Citizens Achieve (CIRCA) a program that ensures individuals leaving incarceration have the skills necessary to secure long-term employment. The Central Iowa Returning Citizens Achieve (CIRCA) Program goal is that 75% of the individuals served will secure employment and less than 20% will return to prison. This program is funded by a time-limited federal grant through September 30, 2021. This successful program may be extended beyond 2021 based on continued federal funding which is not guaranteed at this time.

Key Accountabilities and Related Competencies:

Key accountabilities include but not limited to:

Key competencies include but to limited to:

Supervising and motivating a team of three case managers and a peer support specialist	Relationship building skills to build trust, inspire and motivate others and the ability to clearly communicate positive and constructive feedback
Leading small and large meetings and workshops for up to 80 participants	Relationship building skills, excellent oral communication skills to present in front of large groups and to build collaborations and consensus with community partners and individuals
Grant Compliance and Auditing	Attention to detail, successfully meeting deadlines, excellent written communication skills, organized, and ability to fully comprehend the grant's requirements and outcomes
Data Analysis and Research	Analytical skills to review data to ensure appropriate and accurate grant reporting, ability to

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	research and identify trends and information related to workforce development and returning citizens
Budgeting	Analyzing and maintaining a program budget.
Diversity, Equity, and Inclusion Knowledge and Practices	Ability to understand and appreciate working with diverse groups and individuals to create more equity and close disparity gaps for program participants.

Why choose United Way of Central Iowa?

United Way of Central Iowa is an established and highly respected nonprofit in Central Iowa and the United Way Worldwide network. Employees at UWCI have a passion for the organization’s mission and 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 are the foundation for how we do our work and to reach our aspiration to “Engage Community to Empower All.” We encourage diverse candidates to apply to this position.

Requirements Include:

- Knowledge and experience in nonprofit programs with a minimum of two years of supervisory experience
- Job placement or job development experience
- Experience working with remote meeting platforms such as Zoom or Office Teams.
- Experience with Microsoft Excel, PowerPoint, and Word
- Bachelor’s degree in human services or related field desired; experience in lieu of some education will be considered.
- Access to own vehicle, valid driver’s license, and good driving record
- Ability to take a 3-part background check for federal grant compliance (a record is not necessarily a barrier to employment)

United Way is an equal opportunity employer and all qualified applicants 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.