

Fostering an Equitable, Engaged, Empowered Community

CAREER OPPORTUNITY:

Program Manager Central Iowa Returning Citizens Achieve (CIRCA) Reentry Program

- To apply, please send a cover letter and resume to careers@unitedwaydm.org
- For more organizational information, please visit www.unitedwaydm.org
- Application deadline extension: August 4, 2023.

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United Way of Central Iowa employees are passionate about our mission of improving lives so individuals in our community can thrive, not just survive. If you are an individual seeking a career aligned with our purpose and passion in assisting others to succeed, please consider joining our team! This opportunity provides a competitive wage and robust benefits package, a hybrid remote work schedule, a \$1,600 sign-on bonus, mileage reimbursement of \$.65.5 per mile and cell phone reimbursement of up to \$60 per month.

Position Summary

United Way of Central Iowa is seeking a program manager for the Central Iowa Returning Citizens Achieve Program (CIRCA), a federally funded grant program that assists central Iowans returning to the community from incarceration with training, education, and other supports that remove barriers to employment and create a pathway to financial stability. The program manager oversees the operations of the program and three team members who directly assist individuals returning to central Iowa from incarceration.

The qualified candidate will have exceptional relationship building skills, staff management experience, strong communications skills, work-related budgeting, and knowledge of reentry and the significant barriers that individuals may face to gain financial stability. Understanding the importance of meeting compliance and reporting requirements is necessary, preferably within a grant-funded program. The Reintegration Specialists must be able and willing to enter correctional facilities and travel to Mitchellville and Newton periodically with their own reliable transportation and a good driving record. Individuals with lived experiences with diverse backgrounds and perspectives are encouraged to apply!

This position must pass a post-offer, pre-employment criminal background check and approval to enter prisons from the Department of Corrections. A record is not necessarily a barrier to employment. This role requires access to own reliable transportation to travel to Mitchellville and Newton periodically. As previously noted, mileage is reimbursed.

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The hiring salary range for this position is \$55,000 – \$60,000 depending on experience. The \$1,600 sign-on bonus will be provided at the start of employment.

This is a time-limited position and program that ends with the grant's completion on December 31, 2024, or possibly June 30, 2025, based on a pending program extension request. Employment with United Way will end with the grant's end date.

Key Accountabilities include but not limited to:

- Manages and supports three case managers (Reintegration Specialists) who work directly with the client population for the program to ensure a client-centered approach to the work.
- Oversees and maintains multiple stakeholder relationships and collaborations.
- Collaborates with the UWCI Community Impact staff and CIW staff to ensure program strategies are aligned with organizational strategies.
- Collaborates 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.
- Liaise with community and public organizations to ensure a sufficient number of participant referrals to the project.
- Oversee and maintain a performance management system that serves as the data repository for all participant information served for the duration of the grant.
- Collect, analyze, and maintain all data related to program.
- Monitor the program activities on a regular basis and conduct and write quarterly evaluations according to the project evaluation framework for both organizational and Department of Labor review.
- Develop and grow relationships with all employer partners, regularly solicit their input, and make sure their needs are being met through the project.
- Ensure instructor training and orientation meets the grant requirements and meet regularly with instructors.
- Ensure the project operates within the approved budget including monitoring and approving all budgeted program expenditures.
- 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.
- Coordinate, attend, and/or facilitate relevant meetings as necessary.
- Align work and behaviors with UWCI Core Values.

Education/Experience/Skills:

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

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- Knowledge of reentry and the barriers that prevent an individual's successful transition to the community.
- Two to five years of experience in successful staff management.
- Compliance and reporting (preferably within a grant-funded program).
- Maintaining a work-related budget.
- Proven experience in building and maintaining relationships with internal and external stakeholders of a program or initiative.
- Proficient computer skills in Microsoft Office Suite and social media.
- Valid driver's license, good driving record, and access to a vehicle.
- Ability to take a 3-part background check for federal grant compliance and approval from the Department of Corrections to enter the prison facilities. Note: a record is not necessarily a barrier to employment.

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 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, a hybrid work schedule, and a robust benefits package that includes health insurance, a dental and vision plan, 401(k) with match and paid life insurance, we offer the following:

- 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 on-site fitness center
- Tuition Assistance
- Commitment to employee professional development
- Fun monthly opportunities for employees to build camaraderie.
- Wellness initiatives

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 law. 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.



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If you are a job seeker with a disability, or are assisting someone with a disability, and require accessibility assistance or accommodation to apply for one of our jobs, please call 515-246-6516.