

Fostering an Equitable, Engaged, Empowered Community



Career Opportunity Central Iowa Works Program Manager

Position Posted: 10/1/2021

Application Deadline: 10/15/2021

- To apply, please send a cover letter and resume to careers@unitedwaydm.org
- For more organizational information, please visit www.unitedwaydm.org

Position Summary

The Central Iowa Works (CIW) Program Manager is responsible for working collaboratively with our primary community partners, including employers, public sector and non-profit community partners to ensure and maintain the success of the CIW initiatives, grants and participants. In addition to community collaborations, this position has a wide range of duties including executing project plans to meet goals, data collection/analysis, technical assistance, performance outcomes, reporting and evaluation, and supervision contractors. The program manager reports directly to the CIW Director and works collaboratively with the CIW and United Way of Central Iowa (UWCI).

The ideal candidate will have program management experience and grant compliance experience along with one to two years of supervisory level experience in workforce development, sector-strategies and program management working with populations with systemic barriers to quality employment. Knowledge of workforce intermediaries and sector partnerships is a plus. Individuals with diverse backgrounds and experiences are encouraged to apply!

Central Iowa Works is an initiative of United Way of Central Iowa and serves workforce intermediary convening partners 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 financial stability.

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 and robust benefits package including health insurance, a dental plan, 401(k) with match and paid life insurance, we offer the following:

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- 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
- Fostering diversity and inclusion initiatives
- Fun monthly opportunities for employees to build camaraderie
- Wellness initiatives

Essential Accountabilities Include (but not limited to):

- In conjunction with the CIW Director and UWCI Economic Opportunity Officer, oversee and manage program strategies, goals and compliance requirements as pertains to the individuals served by CIW programs and the Central Iowa HealthWorks initiative.
- Develop and grow relationships with employer partners and program participants, regularly solicit their input, and make sure their needs are being met through the project.
- Manage and support staff who work directly with participants and employers to ensure a client-centered approach to the work.
- 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 the United to Thrive goals, 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 CIW team to maintain a comprehensive recruitment and retention plan for job seekers and incumbent workers.
- Liaise with community and public organizations to ensure 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 grantor review.
- Ensure programs operate 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.

Competencies/Experience:

- Business Acumen
- Supervision
- Empathy

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- **Decision Making**
- **Adaptability**
- **Project Management**
- **Relationship Building**
- **Collaboration**
- **Consensus Building**
- **Communication Skills** – oral, written and presentation
- **Analytical Thinking**
- **Teamwork**

Experience:

- **Minimum two years non-profit, government, or educational institution experience working with populations with systemic barriers to employment.**
- **One to two years of supervisory-level experience in workforce development, sector-strategies, and/or program management.**
- **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 preferred. Additional 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.