

320 E Gutierrez Street
Santa Barbara, CA 93101
www.unitedwaysb.org

Position: Community Impact Program Manager

Organization: United Way of Santa Barbara County

Duration: Full Time

Location: 320 E Gutierrez Street, Santa Barbara, CA (In-Office)

Reports to: Director of Programs and Partnerships

Salary: \$60-\$75K

Position Overview: Community Impact Manager

United Way of Santa Barbara County's Community Impact Program Manager will work collaboratively with the Director of Program and Partnerships to manage community impact staff and volunteers, support program expansion and development, and evaluate and refine all programs and initiatives in line with the mission and vision of United Way. Programs under management of this position include the Fun in The Sun summer learning program, Bridge the Break, the United Learning Centers, the Volunteer Income Tax Assistance Program, the annual Holiday Gift Drive, Dolly Parton's Imagination Library, and others as assigned.

Key Responsibilities:

- Coordinate the successful execution of UWSBC's Community Impact programs and project plans, overseeing all tasks to ensure they are completed on time and in alignment with program objectives and budgets.
- Oversee day-to-day program operations, including offsite procedures, schedules, behavior management, and routines for staff, volunteers, and students, creating an environment conducive to learning and growth.
- Collaborate with the Director of Programs and Partnerships to recruit, onboard, and retain all seasonal and contracted program staff and volunteers.
- Provide strong leadership by directly supervising all contracted program staff and volunteers, fostering a collaborative and productive work environment.
- Provide guidance and supervision to the Community Impact Coordinator, supporting the successful implementation of their projects and initiatives.
- Supervise the implementation of curriculum and activities across all program sites, ensuring adherence to best practices and maintaining a high standard of quality in all operations.
- Assist in reporting and management of related program grants and contracts, maintaining accurate data and records, and adhering to contracted deadlines and terms.
- Elevate issues, challenges, and potential roadblocks promptly to Director of Programs and Partnership ensuring clear and concise communication that allows for timely resolution and alignment with organizational objectives.
- Assist in the creation and management of program budgets, including invoicing and reconciliation, offering insights and expertise to ensure financial plans are realistic and aligned with program goals.
- Manage day-to-day program expenditures to ensure the program operates within budgetary constraints.
- Develop and nurture strong relationships with individual and organizational sponsors, donors, and partners through effective communication and interpersonal skills.

- Work closely with program partners to maintain consistent, high-quality programming across various initiatives, ensuring that UWSBC’s mission is effectively communicated and executed.
- Collaborate with marketing staff in the creation of program collateral and advertising campaigns, ensuring accuracy in UWSBC’s program messaging in print and digital advertising.
- Oversee the recruitment and enrollment processes for students and families, establishing a strong working relationship with school principals, teachers, and superintendents to achieve program enrollment targets.
- As requested, take the lead in planning, organizing, and executing program events that align with UWSBC’s mission and goals, ensuring impactful and well-coordinated events.
- Assist the Director of Programs & Partnerships in drafting and reviewing contracts and MOUs related to programming.
- Other duties as assigned.

Qualifications:

4-year college degree is required, and five years+ of non-profit experience in program management, partnership development, or related roles within the nonprofit sector; or an equivalent combination of experience and education. Strong understanding of program design, implementation, and evaluation, with a focus on achieving measurable outcomes. Demonstrated ability to supervise and motivate a team of staff and volunteers. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Desired Knowledge, Skills, and Abilities

Ability to work independently, speak comfortably in front of large groups of people, perform under strong workloads and high expectations, establish a schedule of work activities and proper focus on priorities, manage multiple projects simultaneously with high attention to detail, deliver firm approach to communicating expectations to colleagues and/or volunteers, carry out procedures to ensure work is completed error-free, deliver excellent writing skills, verbal skills (including public speaking), team-building skills, handle restricted, confidential, private, or personal information. communicate effectively, orally and in writing, with many levels of employees of various disciplines within various departments and all other internal and external contacts, initiative and make decisions. As needed, work a flexible schedule outside of standard office hours.

General: This description contains the essential functions necessary to evaluate the position. It is not intended and should not be used as an exhaustive list of all responsibilities, skills or efforts.

Employee Date

President & CEO Date

About United Way of Santa Barbara County:

Since 1923, United Way of Santa Barbara County has been a key leader in local efforts to empower children, families, and communities through its own unique collaborative programs and initiatives, partnership convening efforts, volunteer development, and funding. United Way’s mission is to enrich the lives of children and families and build resilient communities by leading local programs and partnerships that improve school readiness and academic achievement, financial empowerment, and crisis response and recovery. To learn more, please visit unitedwaysb.org.

Core Competencies

Mission-Focused	All United Way employees recognize that the organization’s top priority is to create real social change that improves lives and changes community conditions. This drives their performance and motivations.
Relationship-Oriented	All United Way employees are responsible for cultivating and managing relationships, fostering an atmosphere of trust, while taking a collaborative approach to addressing issues.
Results-Driven	All United Way employees are accountable for achieving individual performance goals in support of organizational goals.
Brand-Steward	All United Way employees are stewards of the brand and understand their role in protecting the reputation of the organization.
Continuous Learning	All United Way employees demonstrate a desire to acquire knowledge, skills, and abilities necessary to perform effectively.
Critical Thinking	All United Way employees use critical thinking skills to solve problems through basic research, analysis, and interpretation.
Professional Behavior	All United Way employees conduct themselves in a professional manner and follow organizational guidelines and standards.

United Way of Santa Barbara County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.