

Senior Program Manager
Full Time, Exempt
\$40,000 - \$45,000

SUMMARY

The Senior Program Manager reports to the Associate Vice President of Community Development. This position is responsible for the daily operations of the ELDER Alliance including management of partner agreements and reporting, meeting planning and facilitation, grant writing and interdepartmental interactions. The person in this position will play a key role in creating equitable, systemic change for the benefit of older adult residents with the greatest social and economic needs in Southern Arizona. A successful candidate should demonstrate outstanding communication, project management, and organizational skills. This is a grant funded position.

United Way offers competitive wages and a generous benefits packet with employer contributions for full time employees including medical, dental, 401K, HRA, PTO, 11 paid holidays, and opportunities for educational and professional development. For more information about our organization, see www.unitedwaytucson.org.

RESPONSIBILITIES

- Collaborate with the core team to plan, facilitate, and track deliverables related to the ELDER Alliance meetings.
- Administer partner agreements and contracts, and ensure completion of timely reports, invoices, and work products.
- Cultivate relationships with public and private groups, organizations, and entities.
- Recruit and orient members to coalitions and committees who have expertise in target areas.
- Coordinate alliance meetings and prepare, assemble, and distribute meeting agendas, reminders and minutes.
- Attend and represent ELDER Alliance at partnership, Action Team and community meetings, defining and communicating the mission, vision and objectives.
- Work with Associate VP and Communications and Engagement to develop appropriate marketing and public relations materials related to the partnership and its initiatives.

QUALIFICATIONS, SKILLS AND ABILITIES

- Bachelor's degree in public health, health sciences, social sciences, or related field from an accredited university or college.
- Experience and knowledge regarding meeting facilitation, project management, data collection and management.
- Excellent written/verbal communication and public speaking skills.
- Strong computer software skills in word processing, spreadsheets, databases, forms; Microsoft Office Suite experience helpful; comfort with social media and other apps beneficial.
- Bilingual – English/Spanish helpful.
- Knowledge of ELDER Alliance useful.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified in this position.

POLICY STATEMENT

The United Way of Tucson and Southern Arizona is an equal opportunity employer. We champion diversity, equity, and inclusion. We take action to ensure equal opportunity and all candidates are considered without regard to race, color, religion, national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran status, or any other legally protected status.

Upon hire and/or prior to starting employment with us, the successful candidate will be required to provide evidence of COVID vaccination or provide proof of eligibility for medical exemption.