Job Summary:

The Program Manager will support grant administration and program management for First Things First (FTF) grants. This includes managing data collection, visualization and analysis for multiple partner agencies implementing family support services throughout Pima County. Reporting to the Senior Director, Family Resource Centers (FRC), this individual will assist with managing and facilitating the work of the FRC collaboration of agencies under the umbrella of Family Support Alliance, a coalition of agencies that provide home visiting, parenting education, and other family support services in Pima County. This is a position for a motivated individual with experience in program management, data collection, analysis and visualization, event planning, and administrative and clerical support.

United Way offers a generous benefits package including holiday and paid-time-off, health, dental, life and retirement, and opportunities for continued learning and professional development. For more information about our organization, see www.unitedwaytucson.org

Wage: $23.07/hr. - $25.48/hr.

Essential Duties and Responsibilities:

**Program Management and Administrative Support**

- Works cooperatively with and supports FRC Senior Director in carrying out assigned projects and contractual obligations.
- Assists in monitoring performance measures as outlined by grant requirements and conducts regular observations of grant activities to ensure compliance and quality.
- Assists with budget creation process. Receives and processes monthly partner invoices and assists with preparing reimbursement documents for submission to the funder. Tracks subgrantee budgets.
- Assists with procurement and purchasing of materials, office supplies, incentives, and other items necessary for grant implementation.
- Works with the Sr Directors of FRC and Family Support to coordinate regular professional development (PD) sessions for partners.
- Helps coordinate and schedule events and meetings and assists with logistics and evaluation. Supports promotion of events, meetings, and activities including occasional development of marketing and outreach materials and distribution of newsletters.
Resource Development

- Assists in the grant writing and other activities to expand United Way’s family support and early childhood initiatives. Contributes data and narrative reports.
- Participates in United Way resource development activities to support resource development and other special events (e.g., Days of Caring, Business Breakfast, Circle of Excellence, and First Focus on Kids events).

Data Collection, Analysis, Reporting and Visualization

- Collaborates to develop and maintain data collection systems, including programmatic reporting templates, for the Home Visitation and FRC Grants.
- Receives, processes, and analyzes monthly data reports from partners and maintains systems for data collection. Ensures data accuracy and completeness for performance measures including family support coordination, parenting education, and parenting activities.
- Assists FRC Sr. Director in preparing data and narrative reports for the funder according to assigned timelines. Creates data visualizations, charts, and graphs.
- Actively participates in continuous improvement efforts throughout Family Support grants and programs, helps design and implement improvement projects and activities.

Performs other duties as assigned.

Qualifications, Skills and Abilities:

- Bachelor’s degree required in early childhood education, public administration, social work, human services or related fields. A combination of education and experience may be considered.
- Two years’ work experience in case management, early education, business, public administration, human services, social work, public health or related field.
- Coursework and/or experience in data visualizations, research methodology, statistics, or relevant fields.
- Advanced MS Office suite and database management skills.
- Excellent oral and written communication skills. Ability to communicate effectively with a wide range of audiences.
- Excellent project management and organizational skills.
- Demonstrated customer service, problem solving, research, and information management skills.
- Ability to establish and maintain effective working relationships with internal staff and external partners and volunteers from diverse backgrounds.
- Demonstrated financial knowledge and budget management skills.
- Demonstrated ability to tactfully handle stressful situations, negotiate and resolve conflicts, maintain confidentiality, and to respect and observe organizational protocol.
- Ability to maintain a flexible work schedule (including working early mornings, evenings, and/or weekends) and adjust it as required by changing activities.
- Must possess a valid driver’s license, current auto insurance, daily access to a reliable vehicle and the ability to occasionally lift up to 25 pounds.
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.