

United Way of Greater Union County Position Description

Position Title **Program Manager, Community Building**

Reports To **Vice President, Community Building**

DEFINITION

Under direction is responsible for in-depth reviewing, observing, and reporting on contracted funded programs to ascertain whether or not these programs are carried out in accord with contractual agreements and federal, state, county, or other private agency/foundation guidelines; performs other related duties as required. Also responsible for processing contracts and MOUs for various projects and programs funded under Federal, State, Local and other funder grants. Coordinates and reviews the work of assigned interns and support staff; does other related duties.

GENERAL FUNCTIONS SUMMARY

Reviews program goals, performance areas, and contracts as well as federal, state, local, regulations, and other related data to familiarize oneself with goals and objectives of funded programs, managing and overseeing all aspects of the assigned program.

Conducts onsite monitoring of funded programs using a standardized report sheet for the purpose of observing actual operation of the programs.

Conducts field interviews/site visits of participants in these programs to ascertain if they are receiving proper training and/or benefits according to contractual agreements or federal state, local and other funder guidelines.

Reviews program records to collect factual data on the programs observed to establish if the programs are in compliance with contracted proposals or federal, state, local, and other funder guidelines.

Develop and maintain organizational partnerships with government, private, nonprofit entities, and key stakeholders in the community.

Meets with various supervisory personnel and/or administrators to gather in-depth information on their programs, goals, objectives, and problems.

Compiles and interprets data for and prepares reports containing factual information, conclusions, and recommendations.

Maintains partner agency contracts and MOUs as records and files.

Administers MOUs and contracts for the provision of services funded by various grants.

Manage assigned programs, including budget, impact data and evaluation metrics.

Conducts contract award meetings and reviews documents to ensure compliance with and adherence to prescribed contracting policies and procedures and Federal, State, Local, and other funder regulations to ensure the efficient management of contracts and program administration; recommends changes based on monitoring experience.

Maintains all program records and files.

Provides technical assistance to partner agencies, enhancing their programmatic performance.

EDUCATION

Graduation from an accredited college or university with a Bachelor's degree.

KNOWLEDGE AND ABILITIES

Knowledge of approved methods of compiling and interpreting data for the purpose of writing factual reports.

Ability to accept responsibility for the accuracy of the concerned work.

Ability to understand noncomplex contractual agreements and fiscal matters and/or federal, state, local, and other funder agency regulations for the purpose of understanding the working of funded programs.

Ability to establish and maintain effective working relationships with other staff members, project participants, and sponsors.

Ability to communicate effectively both orally and in writing.

Participates in other Team projects, as determined from time to time.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

I have read this job description and understand it and have received a copy.

