



**ORANGE COUNTY UNITED WAY  
JOB DESCRIPTION**

<b>Job Title: Associate Director, United For Financial Security</b>	<b>Reporting To: Executive Director, United for Financial Security</b>
<b>Department: United for Financial Security</b>	<b>Position: Full-time/EXEMPT</b>

**Purpose:**

To provide a solid operational foundation to a complex set of programs and activities housed within the United for Financial Security Initiative (U4FS). The Associate Director is responsible for ensuring that the initiative achieves its programmatic goals and is able to demonstrate its efficacy through concise and accurate data collection and evaluation.

**Responsibilities include:**

- Develop and oversee initiative programmatic calendar
- Oversee and implement data collection and evaluation efforts
- Identify opportunities for service integration and facilitate action plans to eliminate barriers and build cohesion between U4FS programs and other programs within OCUW
- Promote, coordinate, and support all partners' efforts to achieve goals
- Assist to disseminate U4FS information to partners, funders, and other departments at OCUW
- Participate in committees, collaboratives, and community meetings that are relevant to U4FS's work
- Recruit and facilitate appropriate partner agency relationships that can add value to the initiative's array of services and enable program staff to more effectively achieve their goals
- Develop and oversee program work plans and time lines
- Effectively coordinate with other OCUW team members and departments to promote a marketing and fundraising agenda in support of the U4FS programs and initiative as a whole
- Organize and lead internal initiative meetings
- Participate in initiative and organizational meetings and events as a senior representative of U4FS
- Assist in the preparation and management of program budgets
- Prepare and oversee the completion of program grant reports
- Support initiative expansion efforts
- Other duties as assigned

**Qualifications & Requirements:**

- Advanced project management experience
- Demonstrated success with designing and delivering results on high-profile, macro-community initiatives or programs
- Strong understanding of the social, economic and political landscape of Orange County or comparable major metropolitan area
- Advanced leadership and communication abilities with which to lead organizational development and success in a highly dynamic setting responsive to a complex and changing environment



- Demonstrated ability to work with diverse interests and communities; energetic and engaging personality, enjoy working with people in different settings; donor and community focused
- Ability to develop and maintain positive work relationships with staff and volunteers
- Ability to promote the use of coaching and cultural sensitivity in engaging with program staff and participants
- Experience in team-building and strong group facilitation skills
- Proven track record in strategic planning and successful program implementation
- Excellent oral and written communication skills (including public speaking and presentations)
- Self-motivated, goal-oriented – ability to get the job done. Able to adapt easily to change
- Experience in managing data and contributing to grant reports
- Computer proficiency in Microsoft Office (Word, Excel, and PowerPoint); knowledge of and experience with Efforts to Outcomes software a bonus
- At least five years of related professional experience (work with public/private sector leaders/decision makers, leadership in the community, and fundraising)
- Bachelor's degree in social work, public administration, or related social science. Graduate degree preferred
- Access to a car, California Driver's License, car insurance and a satisfactory driving record are conditions of initial and continued employment

#### **Compensation:**

Commensurate with experience, education, and market \$80,000 – \$110,000 per year. Competitive benefits.

#### **Physical Demands**

Physical demands are representative of the requirements necessary for an employee to successfully perform the essential functions of this position. The employee is required to actively listen and communicate clearly. The employee is required to stand and publically speak. The employee is required to walk, reach with arms and hands, climb, balance, twist, lean, move from one location to another, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close and far. Ability to operate a computer keyboard and mouse, and lift files and reports is required. Employee must be able to lift and carry 25 pounds.

The employee is required to talk and hear. The employee is often required to sit and use their hands and fingers to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb, balance, twist, lean, move from one location to another and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. **Reliable transportation and a clean driving record are required as the employee will need to travel throughout Orange County to visit tax sites and travel to community events and meetings.** Participation in early morning and evening meetings and events will be required. The noise level in the work environment is usually quiet to moderate.

#### **Send Resumes To:**

recruiting@unitedwayoc.org  
Orange County United Way  
18012 Mitchell South, Irvine, CA 92614  
www.unitedwayoc.org