ORANGE COUNTY UNITED WAY
JOB DESCRIPTION

Job Title: Program Manager, United for Financial Security
Reporting To: Associate Director, United for Financial Security
Department: United for Financial Security
Position: Full-time - Exempt

Purpose
Orange County United Way (OCUW) is seeking an experienced, self-motivated senior leader to oversee its Sparkpoint OC program. Sparkpoint OC is a financial empowerment program that provides one-on-one financial coaching and financial literacy workshops for low-income individuals and families throughout Orange County. Participants are educated in the basics of money management and work with their financial case manager to set individualized goals in areas such as increasing income, reducing debt, and improving credit. Sparkpoint OC is part of Orange County United Way’s United for Financial Security Initiative, focused on providing tools to struggling families to establish financial stability and go from surviving to thriving.

Key Duties and Responsibilities
- Develop, implement, and oversee all aspects of the Sparkpoint OC Program
- Ensure accurate and timely reporting for various grants and contracts on program outcomes
- Maintain up-to-date and accurate files, reports, and budgets; performing routine internal audits to identify training needs and programmatic trends
- Oversee our participant database and case management software tools
- Oversee and supervise Sparkpoint OC case managers and contracted partners
- Stay up to date with the social, economic, and political landscape of Orange County
- Work with OCUW internal teams to ensure that program marketing, volunteer engagement, evaluation, and fundraising efforts are effective and streamlined
- Serve as OCUW’s representative at various committees, collaboratives, and community meetings
- Participate as a member of the United for Financial Security team and perform other tasks as assigned

Job Requirements
- Dynamic and proven leader with experience in the housing or financial security arena, which may include affordable housing, homeless services, workforce development, financial education, financial coaching and asset building organizations and funders
- Proven ability to work effectively with a wide range of stakeholders - including local government, educational institutions, businesses, community-based organizations and funders
- 3+ years of management experience
- Bachelor’s Degree strongly preferred
- Bilingual in Spanish strongly preferred
Compensation
$65,000 - $85,000 per year. Competitive benefits.

Our Commitment to Diversity, Equity and Inclusion

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.

Send Cover Letter and Resume To:
recruiting@unitedwayoc.org