



**ORANGE COUNTY UNITED WAY  
JOB ANNOUNCEMENT**

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

**Purpose**

Orange County United Way (OCUW) is looking for a dynamic and experienced senior leader to guide its UpSkill OC program. This role offers the opportunity to lead a transformative initiative that empowers underemployed and unemployed adults to transition into long-term, living-wage careers. UpSkill OC bridges the gap between job seekers and meaningful employment by providing tailored training, comprehensive support, and direct connections to job opportunities. Through strategic partnerships with local nonprofits and the business community, the program builds a robust talent pipeline that aligns the skills of qualified candidates with the evolving needs of employers.

**Key Duties and Responsibilities**

- Lead and manage the UpSkill OC program, overseeing all operational and programmatic aspects
- Track and report on participant activities, progress, and results
- Supervise Upskill OC internal staff and contracted partners
- Develop and manage nonprofit referral network and corporate partnerships/career pathways
- Stay informed on best practice models and labor market trends
- Firm understanding of the social, economic, and political landscape of Orange County
- Work with OCUW internal teams to ensure that program marketing, evaluation, and fundraising efforts are effective and efficient
- Serve as OCUW’s representative at various committees, collaboratives, and community meetings
- Support in the production of grant proposals and manage grant contracts to ensure all deliverables and reporting requirements are met
- Maintain up-to-date and accurate files, reports, and budgets
- Present on the outcomes of UpSkill OC at various events, conferences, and meetings
- Participate as a member of the United for Financial Security team and perform other tasks as assigned

**Job Requirements**

- Adaptive and proven leadership experience. Ability to work and communicate 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



### **Compensation**

\$65,000 - \$85,000 per year. Competitive benefits.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently required to be able to remain in a stationary position 75% of the time. The person in this position needs to occasionally move about inside the office to access file cabinets, records, and office machinery. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine and computer printer. Occasionally ascends/descends stairs, and constantly positions self to maintain computers in the office, including under the desks. The person in this position frequently communicates with coworkers and customers who have inquiries about our business operations and the community we service; therefore, the person must be able to exchange accurate information. The employee must occasionally lift and/or move up to 25 pounds.

### **Send Cover Letter and Resume To**

[recruiting@unitedwayoc.org](mailto:recruiting@unitedwayoc.org)

Orange County United Way  
18012 Mitchell South, Irvine, CA 92614

[www.unitedwayoc.org](http://www.unitedwayoc.org)