United Way of Southern Maine
Position Description

Position Title: Program Coordinator, Financial Stability
Division: Community Impact
Reports to: Senior Director, Financial Stability & Programs
Date: July 2023
Classification: Exempt

General Summary
The Program Coordinator, Financial Stability, and their fellow Community Impact Department staff members are responsible for leading the strategic investment of United Way of Southern Maine (UWSM) financial and non-financial resources to create the greatest possible impact in Southern Maine through Thrive2027. This includes strategies to assist individuals and families and to achieve community and systems-level change. Essential to this work is helping implement a strategic plan for impact based on an understanding of community needs, an awareness of community resources, a knowledge of best practices or promising strategies, and an ability to leverage and align UWSM’s unique strengths to support the strategies, engage in relationships and partnerships, and measure results.

Under the supervision of the Senior Director, Financial Stability & Programs, this position is responsible for helping develop and implement UWSM’s programmatic work related to Thrive2027 Goal 2: Individuals and families have the education, employment opportunities, and resources to achieve financial stability. This work will include helping manage Goal 2-related programs and community investments, promoting advocacy and volunteerism, utilizing data and evaluation, convening community partners, and building robust partnerships. In addition to coordinating assigned programs and community collaborations, this position will help analyze and monitor performance measures and provide technical assistance to UWSM-funded programs in Goal 2 that advance the work toward organizational goals.

This position requires excellent written and verbal communication skills, attention to detail, and a proven track record in program coordination. The candidate must be self-motivated and able to work independently and collaboratively in a team setting.

This is a full-time (40-hour per week), salaried position and may require long hours during peak times.

Essential Job Functions:

United Way led Programs
- Provide programmatic support for Emergency Food and Shelter Program grants where UWSM acts as the fiscal agent, including partner communications, contracts, eligibility verification, grant compliance monitoring, and processing reimbursement requests.
- Coordinate work tied to the Goal 2 related 2024 Strategic Plan deliverables (for example, United for ALICE), including creating project plans, developing cross-functional team charters, and overseeing project timelines.
• Research evidence-based best practices and emerging promising practices, including other United Ways programming to inform UWSM program design and implementation.
• Support new program roll-out and expansion efforts for existing projects, including deliverables for grants received in support of United Way led programs.
• Work closely with community impact and resource development teams to project manage other emerging program work.

**Goal 2**
• Collaborates cross-functionally with Community Impact staff and other UWSM departments to co-design and lead the implementation of projects that move the work of Goal 2, including identifying and implementing strategic investment, volunteer, and advocacy opportunities.
• Performs follow-up and monitoring of performance measures and provides technical assistance to groups of programs to show the collective impact of UWSM’s investments in Goal 2.
• Works cooperatively with the Director, Evaluation, to identify, collect and report data related to UWSM’s Goal 2 initiatives.

**Required Education**

Bachelor’s degree or foreign equivalent preferred. Experience in relevant areas such as community impact, financial stability, and program management/coordination can be substituted in lieu of degree.

**Required Skills and Experience**

• 2-3 years of professional experience within financial stability programs, community, or non-profit environments.
• Demonstrated commitment to community change work.
• Understanding of financial stability fundamentals.
• Attention to detail, especially dealing with program compliance.
• Experience working with diverse stakeholders from all sectors (non-profit, government, corporate, and philanthropy).
• Volunteer management experience preferred.
• Proficiency and comfort working with data.
• Proficiency with Microsoft Office Suite.
• Proficiency with a CRM database is preferred.
• Strong English communication skills, both verbal and written. Bi-lingual skills are a plus.
• Group facilitation experience preferred.
• Team-oriented and able to work independently.
• Flexible and able to operate in a nimble and evolving environment.
• Results-oriented.
• Must possess the ability to manage multiple deadlines and priorities and problem-solve issues as they arise.

**Work Environment**

This job operates in a professional office environment. We currently operate in a hybrid work environment.
Position Type/Expected Hours of Work
This is a full-time position. The days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m., and may require additional hours during peak times. At UWSM, we are focused on creating connections within the Southern Maine community. Our current hybrid model is focused on doing just that, requiring our team members to spend 16 hours per week creating connections. Examples of creating connections include office time, external meetings/gatherings, training, volunteer engagement events, and even a cup of coffee with an internal/external partner.

Travel
Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Other Duties
Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

Why choose United Way of Southern Maine?
Advancing the common good is about helping one person at a time and creating community change that benefits every community member. We are all connected and interdependent; we all win when a child succeeds in school, families are financially stable, and people are healthy.

We have a staff of 40 dedicated employees to help us achieve our goals and fulfill our mission: *To improve people’s lives by mobilizing the caring power of our community*. To support the great work of our employees, we offer a competitive salary and a robust benefits package, including health and dental insurance, a 403 (b) plan, life insurance, generous paid vacation, holiday, and sick time off.

Additionally, United Way of Southern Maine offers:
- Convenient and central Portland and Kennebunk locations with free parking
- Tuition assistance and opportunities for professional development
- Wellness resources and Employee Assistance Program Access
- Personal and floating holidays
- Paid volunteer time off
- An excellent team of top-notch professionals that share your passion for strengthening our community.

United Way of Southern Maine is committed to seeking and sustaining a culturally and ethnically diverse environment and to the principles that promote inclusive practices. We are dedicated to building a diverse staff with expertise and interest in serving our communities and encouraging people of all diverse types to apply.

United Way of Southern Maine has identified a set of Core Values as our essential tenets. These define and describe whom United Way of Southern Maine will endeavor to be in internal and external situations.

At United Way of Southern Maine, we are:
- Community Centered
- Results Focused
- Intentionally Collaborative
- Committed to Excellence
Applications are accepted through August 7th, 2023. Please submit a cover letter and resume to Cameron Peden at hr@uwsme.org.