

United Way for Greater Austin (UWATX)
Job Opportunity: Program Manager, Target Graduation
Department: Strategic Programs
Exempt

Who we are:

As Austin's philanthropic backbone, we lead the community to overcome barriers to economic opportunities. We unite individuals, nonprofits, businesses and government agencies with research-based work that ensures resources are invested, so that everyone has access to the promise of Austin.

Who we want:

The **Program Manager** is a results driven individual who is passionate about education, positive youth development and ensuring students stay on the path to high school graduation prepared for success in college, work, and life. As Program Manager, you will manage Middle School Matters (MSM) – a broad, system-wide intervention designed to positively impact student performance and the culture of learning across targeted school campuses in the Greater Austin community. You will manage the program's Community Investment Grant (CIG) contracts with partner agencies to ensure students benefit from a coordinated system of academic, health, and social services. Through strong program management practices, you will ensure MSM is supporting student resilience and strengthening families through quality programming during the school year and summer. As the face of MSM, you will develop and maintain strong relationships with a diverse set of stakeholders including school district and campus administrators, providers, and community leaders.

Who you are:

- **Mission focused and results driven.** You're committed to building philanthropy and breaking down barriers to economic prosperity in our community. You're focused on collaboratively identifying solutions to addressing the achievement gap.
- **A passionate advocate for education.** You deeply believe in removing barriers that prevent children from succeeding in school and you work collaboratively with non-profit providers, teachers and school leaders to implement system level changes so that all students can succeed.
- **A strong problem-solver.** You have an ability to learn quickly and thrive on identifying solutions in a dynamic environment where you can assess internal and external conditions that affect your program goals. You get energized by identifying and recommending improvements to program implementation and delivery.
- **Detail oriented and organized.** You're committed to ensuring organization and consistency in all activities related to contract management, planning, implementation and reporting. You coordinate and execute all program management tasks with a high degree of attention to detail.
- **An excellent communicator.** You have an ability to listen actively and communicate professionally with a wide range of individuals including community partners, school administration and staff.

What you'll bring:

- 3-5 years of non-profit program management experience preferably in the areas of education and/or community development with a focus on addressing the achievement gap
- Demonstrated experience working with a diverse set of stakeholders including K-12 schools, school districts, funders, and community volunteers and organizations
- A proven record of success in using evidence-based practices to improve student outcomes and evaluate impact
- An ability to work in a cross-functional, fast-paced work environment
- Bachelor's degree required; Master's degree in Education, Social Work, or related field preferred

To apply: send cover letter and resume to hr@uwatx.org.

Learn more: <http://www.unitedwayaustin.org/>

This position is located in Austin, Texas and reports directly to the Director of Target Graduation