****

**United Way for Greater Austin (UWATX)**

**Job Opportunity: Workplace Initiatives Manager, Financial Opportunity**

**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:**

As the **Program Manager for Financial Opportunity’s Workplace Initiatives** you will develop and lead multiple workplace-centered projects designed to help Austin’s hard working families reduce expenses, increase income, and build savings. The Workplace Initiatives Manager is passionate about strengthening employees’ financial decision-making power and enjoys building strong collaborations across employers, nonprofit and governmental agencies, and financial institutions.

**Who you are:**

* **Results focused.** You set realistic, but ambitious goals and take responsibility for achieving results with little oversight.
* **An excellent communicator.** You listen actively and effectively communicate complex information in a compelling manner to variety of audiences.
* **An innovative and analytical thinker.** You approach complex tasks or problems by breaking them down into key steps and components, and creatively identify solutions.
* **A strong project manager.** You have an ability to develop work plans, identify milestones, and designate resources to achieve project results. You thrive on anticipating potential problems and instituting controls or contingency plans to address them.
* **A constant learner.** You’re driven by opportunities to grow and further your own development. You welcome new challenges and seek feedback that leads to new ideas and perspectives.

**What you’ll bring:**

* At least 3 years of nonprofit, social work, or human services work experience including a combination of project management, data collection, and coalition-building activities
* Experience writing grants and reporting to stakeholders
* A proven record of success in creating programmatic strategy using evidence-based practices to improve community conditions and evaluate impact
* Experience developing strategic relationships and establishing shared measures of success
* Strong knowledge of financial education, financial coaching and counseling, asset-building, and workforce development
* An ability to manage multiple priorities in a fast-paced work environment
* Bachelor’s degree; Master’s degree preferred
* Bilingual (Spanish speaking) preferred

**To apply:** send cover letter and resume to [hr@uwatx.org](mailto:hr@uwatx.org).

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

**This position is located in Austin, TX and reports to UWATX’s Financial Opportunity Director**