

<b>Position:</b>	<b>Manager, Community Sustainability and Support Program</b>
<b>Department</b>	Community Impact
<b>Reports to</b>	President & CEO
<b>Location</b>	Hybrid – office located in Albany, OR
<b>Salary Range</b>	\$65,000 - \$75,000, commensurate with experience, FLSA Exempt, open until filled
<b>Organization Summary</b>	<p>United Way of Linn, Benton &amp; Lincoln Counties (UWLBL) strives to improve lives from the Cascades to the Coast. Our mission is to mobilize the resources and people of our communities in collective action to address our most pressing challenges.</p> <p>We address community issues in a holistic way by focusing on the building blocks of opportunity – health, education, and financial stability – that every person and community needs to thrive.</p> <p>Part of the United Way Worldwide system, one of the world's most recognized charitable brands, we envision communities where all individuals and families have the opportunity to achieve their potential.</p>
<b>Position Summary</b>	<p>The Community Sustainability and Support Program Manager will lead initiatives promoting community well-being and access to vital resources. The role will involve cultivating and maintaining robust relationships with Community-Based Organizations (CBOs), partner organizations, and community stakeholders collaborating to understand their unique needs, and identifying funding opportunities aligned with their programs and initiatives. This role will provide crucial grants management support to comprehensively track grant opportunities, aiding CBOs in applying for and managing grants. Your efforts will empower the community to leverage critical funding required to support housing and housing-related support services, including Traditional Health Workers (THWs) providing essential navigation and resources.</p>

### Key Responsibilities/Essential Duties of Position

- Community Outreach:
  - Participate in community outreach activities to promote awareness of available resources and funding opportunities.
  - Attend relevant meetings, conferences, and networking events to expand partnerships and stay informed with community needs.
- Partnership Development:
  - Cultivate and maintain strong relationships with partner organizations, understanding their unique needs and goals.
  - Collaborate with partners to identify funding opportunities that align with their programs and initiatives.
- Traditional Health Work/ Resource Navigation:
  - Assist partners and community organizations in accessing relevant resources and support services.
  - Stay informed about local, state, and national resources to address a variety of needs.

- Grant Research & Writing/Documentations & Reporting:
  - Conduct research to identify potential funding opportunities from government agencies, foundations, and other grant making organizations.
  - Develop and write compelling grant proposals, ensuring alignment with the organization's mission and objectives.
  - Collaborate with program managers and partners to gather relevant information and data for grant applications.
  - Maintain records of grants, awards, and outcomes.
  - Generate reports on grant activities, resource utilization, and impact for internal/external stakeholders.

## Qualifications

- Bachelor's degree (Master's preferred) in a relevant field (Nonprofit Management, Public Health, Social Services, or other closely related field).
- Three to Five years of progressively responsible positions in program management and community outreach.
- Two plus years of experience writing, tracking, and managing grants.
- Experience with and working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.) and CRM applications.
- Resident (preferred) and knowledge of the Benton, Lincoln, and Linn County Oregon communities.
- Team oriented innovative thinker, with a track record for translating strategic thinking into action plans and results.
- Strong research and analytical skills.
- Strong relationship-building and interpersonal skills to establish and maintain connections with community-based organizations, community leaders, and partners.
- Exceptional organizational skills and the ability to manage multiple priorities, deadlines, and projects simultaneously.
- Access to a reliable motor vehicle and insurable.
- A passion for UWLBL's mission and vision.
- Or a suitable combination of education and experience.

## Salary Statement

The Community Sustainability and Support Program Manager is a grant funded, limited-term, one year position with the opportunity for continued employment at the completion of the term. Salary range is \$65,000 - \$75,000 FT, commensurate with experience, with a comprehensive benefits package and a \$5,000 completion bonus at the end of the term.

## How to apply

Please send a cover letter, resume, and reference sheet with at least three references, full names, phone number, email, and professional relationship to [office@uwlbl.org](mailto:office@uwlbl.org) with the title "Manager, Community Sustainability and Support Program" in the subject line of the email.

UWLBL is an Equal Opportunity Employer committed to addressing discriminatory practices and working toward racial equity. The equal employment opportunity policy of UWLBL provides fair and equal opportunities for all employees and job applicants regardless of race, color, religious creed, national origin, ancestry, age, sex, gender, pregnancy, sexual orientation, marital status, familial status, disability, or genetic information, in compliance with applicable federal, state, and local law. UWLBL hires and promotes individuals solely on the basis of their qualifications for the job to be filled.