

An Equal Opportunity Employer Committed to a Diverse Workforce

Program Specialist

Department: Community Investment Team

Reports to: Director, Data and Evaluation

Classification: Union Supported

Closing Date: Open until filled

Overview:

The United Way Bay Area (UWBA) is leading a network of corporations, government agencies, nonprofits, and individuals to create lasting change for Bay Area residents and families. With a history that spans over 90 years and programs that tackle the issue of local poverty from every angle, UWBA is uniquely positioned to mobilize and motivate all sectors of the community toward the vision of ending the cycle of poverty.

As UWBA responds to cultural shifts in the workplace, fundraising, and digital communications, it is guided by core values of innovation and results-driven creativity. Through a variety of existing and emerging initiatives, UWBA seeks to both strengthen and reimagine its work at all levels in order provide more and better opportunities for struggling Bay Area residents.

For more information about UWBA, please visit <http://uwba.org>.

The Opportunity:

The Program Specialist is an excellent opportunity for a highly motivated and organized individual to be a part of UWBA's Equity Team. The Equity Team manages the delivery of integrated services through providing technical assistance and grant funding community partners.

The individual will support the Equity Team through grants administration, grant making processes, research, and data support. We're looking for someone who can help the team manage projects efficiently, streamline the grant making process, support the team with long term and ad hoc research, and support the Equity Team goals and priorities.

What you'll do:

Grant Administration/Grant-making (50%)

- Create and process grant MOUs based on requests from the Equity Team and additional programs, including SparkPoint, Two-Generation, Youth Workforce program, and other UWBA programs, as well as requests from the leadership team.
- Work with Finance and Grants Compliance to prepare and process grant MOUs and payment files as needed

- Use and streamline Salesforce process to track requests for grant making, Certificates of Insurance from grantees, and maintain electronic files for all grants. Ensure files are complete, accurate and updated regularly with grant and program information including grant summaries, payment information and occasional audits.
- Work with the VP Program Operations on any finance related issues, payment files, and DocuSign related to the grant process and payments.
- Respond to other departments' requests for information on CIT programs and grants.
- Proactively develop a database of success stories from grants and programs.
- Lead the process of initiating grant-making cycles, including (but not limited to) drafting a Request for Proposals, convening a Review Committee, compiling scores, and facilitating meetings that result in grant-making recommendations.
- Keep track of on-going information about current grants, including interim and financial reports and communicate with grantee lead contacts.
- Keep up-to-date on grant-making best practices and procedures in the field

Research (30%)

- Work with the Director of Data and Evaluation to compile research for Equity Team programs and organizational projects
- Support data and evaluation projects for the Equity Team
- Research various topics including local, state, and national statistics, lessons learned from other programs, and best practices
- Develop written briefs and reports to highlight findings and actionable insights
- Complete research as directed from the Leadership team on organizational projects

Data and Systems Support (20%)

- Support the team to maintain program data and systems
- Maintain grant making tracking and processes in Salesforce
- Support the Equity Team in maintaining contacts, engagements, campaigns, events, and reports
- Support the Director of Data and Evaluation in Salesforce projects including data migration, configuration, and training

Who you are:

- 3-4 years of related volunteer or professional experience, preferably in a non-profit, foundation, fundraising, marketing, youth programs or educational setting
- Excellent project management and organizational skills
- Ability and willingness to learn, adapt, and grow
- Ability to communicate and work effectively with nonprofit and community professionals and leaders as well as corporate executives in all settings
- Ability to work collaboratively and maintain positive work relationships with staff, volunteers and persons contacted in the course of work
- Experience conducting research, exploring broad topics and developing briefs to share findings

- Experience with grant making processes
- Team player, flexible and able to work with humor and grace under pressure
- Proficient in Microsoft Office (Word, Excel, Outlook, and PowerPoint); database and software (Salesforce, ETO, Exponent Case Management); use of online resources and applications
- Access to a car, valid California Driver's License with car insurance and a clean driving record are conditions of initial and continued employment.
- Flexibility and mobility to travel to off-site locations within or outside San Francisco as needed.

Education: Bachelor's degree

Salary: \$52,000 - \$56,650

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 regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

UWBA does not discriminate on the basis of race, color, gender (including actual or perceived gender, and gender identity), sexual orientation, age, marital status, medical condition, religious affiliation, veteran status, national origin, citizenship status, mental or physical disability, or any other characteristic protected by applicable state, federal or local law. UWBA will consider qualified applicants with criminal histories in the manner consistent with the requirements of the San Francisco Fair Chance Ordinance. If you need a reasonable accommodation in order to apply for a job, please let us know. If the reason you need an accommodation is not obvious, we may ask for documentation confirming your functional limitations.

Please include salary requirements in cover letter.

TO APPLY

Login at www.uwba.org/careers and submit your resume along with cover letter