

United Way of West Central Minnesota
311 4th Street SW Willmar MN 56201
320.235.1050 www.liveunitedwcm.org



Title: Program/Grant Director

Part-Time – 20-30 hrs/wk

Reports to: Executive Director

Direct Line of Communication With: all United Way program-related staff with exception to the Village

Job Description: The Director of Programs will work closely alongside United Way staff and is responsible for the oversight, promotion, and development of all United Way programming and grant solicitation, tracking & reporting. This position has lot's of touches in regards to building relationships, volunteers, community involvement, etc.

Key Responsibilities:

- Be knowledgeable in all United Way programs
 - Initiate and set goals for programs according to the strategic objectives of United Way
 - Devise evaluation strategies to monitor performance and determine the need for improvements
 - Develop new ongoing or short-term programs in our service area that address community needs related to education, health, and basic needs that are not being replicated elsewhere
 - Staff liaison to any program-related committees
- Manage the UW Volunteer Platform
 - Create and promote volunteer opportunities related to UW programming
 - Many of the program responsibilities can be done by volunteers, so utilize this resource!
 - Invite community members to utilize the platform to seek out volunteer needs based on their skills and abilities
 - Invite area nonprofits to utilize the platform to promote their own volunteer needs
 - Create, promote, and oversee an annual community-wide Day of Service, utilizing a combination of UW program and local nonprofit volunteer needs
- Be the main line of communication for all program staff
 - Serve as the first point of contact for all program-related staff, relay needs and questions as necessary to the Executive Director and/or other UW staff
 - Offer insight to the Executive Director in hiring and managing of program-related staff
- Work with Finance staff to report grants accurately on the books
- Marketing of programs
- UW event planning and participation and community event participation
- May assist at special events and with donor recognition.

- As a Grant Director, your responsibility is to lead the acquisition, management and reporting to grants to support the organization's mission. You will oversee the entire grant lifecycle, from application to closeout, while working closely with program staff and other stakeholders to maximize funding impact. This includes:
 - Researching funding opportunities
 - Preparing grant proposals
 - Ensuring compliance with grant requirements.
 - Support program development staff.
 - Accurate & timely grant reporting as needed
 - Managing grant budgets and fostering relationships with grantors.

General:

Other support duties as requested by the Executive Director in the absence of an acting Executive Director, by the board.

Breakdown of Current United Way Programming and Key Responsibilities:

GrowMobile (time commitment level - medium-high, seasonal - summer)

- Create the summer program schedule
 - Contact apartment building managers for permission
- Order supplies as needed/requested
- Act as the main point of contact with the GrowMobile seasonal staff

Stuff the Bus (time commitment level: high, seasonal - summer)

- Contact all school districts for school supply lists
- Set up collection sites, oversee distribution/collection of totes and posters
- Set up distribution sites, oversee distribution process

Cardinal Backpack Program (time commitment level: medium, seasonal - school year)

- Contact Willmar elementary schools for weekly numbers
- Order needed supplies
- Oversee packing and delivery of bags

Early Childhood Future World Changers (time commitment level: medium, seasonal - summer)

- Contact all school districts for early childhood screening backpack numbers
- Order necessary supplies
- Oversee assembly of backpacks, organize pick-up dates with schools

Little Bums (time commitment level: fairly low, annual event)

- Work with Little Bums committee to organize annual diaper drive
 - (this group is very active and will take on most of the work)

Imagination Library (time commitment level: low, year-round)

- Update registrations in our online profile as needed

211 (time commitment level: very low)

- Receive quarterly reports from United Way Worldwide, work with Director of Operations to promote data on our website/social media/newsletter/etc

Experience & Skills:

- Minimum of 2 years experience, prior Program or Grant experience.
- Must be able to work effectively and independently in a fast-paced, team oriented environment.
- Must have a friendly, outgoing personality with a positive, can-do attitude.
- Excellent communication skills, both oral and written.
- Strong organization skills and very detail oriented.
- Proficiency in or ability to learn the various software programs utilized at the United Way of West Central Minnesota, including Microsoft Outlook and Office. Advanced Excel skills preferred.
- Must have a passion for the mission of United Way of WCM and enjoy helping others.

Education:

- Must be a high school graduate.
- Associate's or Bachelor's degree preferred.

Hours:

- Flexible scheduling options including 4 or 5 days per week.
- Hourly, non-exempt position.
- Hours and days of the week consistent but may occasionally vary according to business needs.
- Occasional evening and/or weekend hours may be requested for special events.

Disclaimer: This job description reflects the assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.