



Program Director

The United Way of Buffalo & Erie County is seeking a strategic, collaborative and performance focused individual for our Program Director – Education position. The Program Director - Education is responsible for meeting UWBEC Program goals through the design and implementation of Coalition strategic plans, product development, grants, investments, and initiatives, in the specific focus area of Education. This is a full time position reporting to the Chief Community Services Officer. The focus area is Early Learning and Development.

Responsibilities:

- Lead the Erie Niagara Birth to 8 Coalition of key community leaders to develop community goals and design a workable operations plan to improve and increase the well-being and educational success of Western New York children aged 0 to 8, regardless of their life circumstances and individual challenges.
- Identify opportunities to advance UWBEC's work by developing new products; determining required financial resources; and directing efforts to secure and maintain resources through grant writing and other fundraising activities.
- Supervise other staff as assigned in delivering programs in the platform area including the Education Manager position responsible for the WNY Girls in Sports program.
- Work collaboratively with other UWBEC staff to identify advocacy strategies, identify and track indicators to measure progress, provide information to key stakeholders on a regular basis to achieve organizational goals.
- Act as a spokesperson for the UWBEC on issues related to the platform work.
- Assist in the review of investment process applications evaluation, and determination of funding allocations, as needed and appropriate.
- Support UWBEC's fundraising activities through campaign activities, engagement with funders, and resource development;
- Recruit and train staff, volunteers and interns as needed
- Attend mandatory organizational, departmental and committee meetings and trainings as directed.
- Visibly demonstrate UW Values of service, integrity, collaboration, accountability, agility & equity.
- Engage in job-related travel to designated meetings, conferences, and events.
- Maintain established departmental policies, procedures and objectives.
- Perform general office duties such as typing, filing, data entry, opening mail, etc.
- Perform other duties as requested.

Education, Skills, Knowledge, Experience:

- Master's degree in related fields such as education, social services, or public administration (preferred) OR a Bachelor's degree with five or more years of experience in the field.
- Direct experience in early childhood and education program and policy development.
- Proven staff and volunteer management, program design, evaluation and resource development skills.
- Proven ability to write and successfully manage the program and budget reporting requirements of federal, state and local grants.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, governmental regulations, and policies.
- Excellent public speaking/presentation and written skills.
- Strong time management and relationship building skills.

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- Experience incorporating the perspectives of multiple communities, including communities of color, in the consideration of impacts and outcomes of a decision-making process.
- An understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities.
- Experience considering the impacts of the work on multiple communities, including communities of color, in technical analysis.
- Ability to solve practical problems.
- Solid computer skills, including experience with customer service management software, google and Microsoft applications including excel and word.
- Must stay current with job and industry-related technology.
- Must possess a valid driver's license and a reliable automobile.

Contact Information:

For consideration please email a cover letter and resume to jobs@uwbec.org attention Beth Sullivan, Human Resource Manager.

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