



Work/Life Solutions Project Director

The United Way of Buffalo & Erie County is seeking a dynamic, strategic, and collaborative individual for its Project Director position. The Work/Life Solutions Project Director is responsible for meeting project goals to provide employees with tools to succeed at work, and achieve greater financial stability, while improving attendance and retention. The Project Director works collaboratively with other United Way of Buffalo & Erie County (UWBEC) staff, external funders, and employer customers, and reports to the Chief Community Services Officer.

Responsibilities:

- Manage overall execution of Work/Life Solutions Program.
- Responsible for the recruitment of new employers and outreach within companies.
- Hire, train and supervise Work/Life Solutions Resource Coordinator(s).
- Develop program outcomes and monitor and improve performance.
- Develop data collection processes.
- Analyze data and report outcomes internally and to key stakeholders.
- Develop, execute, and modify an ongoing project plan for growth.
- Develop and monitor policies and procedures.
- Manage financial and programmatic compliance.
- Work closely with funding partner(s) to manage relationships with employer and program partners.
- Work closely with employer partners and resource coordinator(s) to identify issues affecting the success and financial stability of employees.
- Develop and execute MOU's and formal proposals.
- Implement strategies and programs to test and deliver at employer partners.
- Convene employer partners to share results and learning and best practices.
- Represent Work/Life Solutions on appropriate community committees.
- Assist in developing marketing materials for Work/Life Solutions.
- Meet annual goals to recruit additional employer partners.
- Assist in sustainability planning and price structuring to generate revenue to support Work/Life Solutions.
- Brief community stakeholders, in writing and in person, about Work/Life Solutions.
- Solicit and establish agreements with external vendors.
- Manage invoicing to and from customers and vendors.
- Work in coordination with UWBEC workforce development strategy.
- Attend organizational, departmental and committee meetings and trainings as directed.
- Visibly demonstrate UWBEC values of service, integrity, collaboration, accountability, equity & agility.
- Is expected to fulfill the responsibilities of a Resource Coordinator as needed. Duties include: on site work with employees, ability to make referrals and process loan applications.
- Engage in job-related travel to designated meetings, conferences, and events.
- Present and represent Work/Life Solutions and UWBEC at local and national opportunities.
- 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.

United Way of Buffalo & Erie County has a commitment to equal opportunity employment by affirming the value of diversity and by promoting an environment free from discrimination. UWBEC encourages people of diverse backgrounds and experiences to apply for this position.

Education, Skills, Knowledge, Experience:

Master's degree or, Bachelor's degree with two years related experience; or, five years related experience. Functional experience in supervision, human resources or consultative sales would be helpful. Industry experience in manufacturing or services would be helpful.

- Experience with design and delivery of financial education programs.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, governmental regulations, and policies.
- Ability to present to diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities.
- Experience working on a diverse team.
- Experience working with different communication styles.
- Excellent written, verbal, time management and interpersonal skills.
- Ability to solve practical problems.
- Ability to design and manage multiple projects.
- Solid computer skills, including experience with Microsoft Word and Excel.
- Must stay current with job and industry-related technology.
- Must possess a valid driver's license and regular access to a reliable automobile.

Contact Information:

For consideration please email your resume to jobs@uwbec.org attention Beth Sullivan, Human Resource Manager.