



Organization: United Way of the Midlands
Job Title: Assistant Vice President, Programs
Department: Community Investment and Programs
FLSA Status: Full Time, Exempt
Location: Omaha, NE (onsite)

UWM's Mission: To UNITE our community's CARING SPIRIT to build a STRONGER tomorrow.

UWM Guiding Principles:

- Build **TRUST** in everything we do
- Extend **GRACE** by thinking beyond yourself
- Show **GRIT** by bringing it every day
- Be **OPEN** to embrace others' differences
- Actively **ENGAGE** by listening and sharing
- Live **CURIOSLY** to learn constantly

With a 100-year heritage of helping others, United Way of the Midlands (UWM) has evolved to meet the ever-changing needs in our community. We invest in more than 100 local nonprofit agencies and provide direct services, such as 211 and JAG Nebraska, to address social and economic disparities and meet community members' essential needs. As needs have continually evolved over the years, we have focused resources and expanded the network of organizations we support – while also mobilizing people and resources in times of economic crisis, health emergencies and natural disasters.

The Assistant Vice President (AVP), Programs is a critical member of the Community Investment and Programs leadership team, reporting directly to the SVP, Community Investment and Programs. The position is responsible for the successful daily operations of UWM's direct service/program work, including the 211 Contact Center, Jobs for America's Graduates (JAG) Nebraska, and the Court Referral and Community Service Program (CRCSP), working in conjunction with program managers, directors and senior directors. The incumbent will be experienced with new program start-up and implementation, while maintaining a growth mindset to generate new ideas and pursue opportunities to serve additional clients in the community.

Duties and Responsibilities:

- Communicate and collaborate directly with senior executives and department heads, to ensure that organizational program goals are met (Marketing, Finance, Donor Engagement, etc.)
- Oversees the successful daily operation of all direct service programs.
- Ensures direct service programs are operating with efficiency and excellence.
- Keeps well informed of changing community service programs and community needs.
- Manages the outreach efforts of UWM's direct services to the public, community groups and nonprofit agencies.
- Develops and maintains relationships with public and nonprofit agencies, emergency response providers, school districts and other relevant partners as appropriate.
- Regularly participates in community events and networking groups to build strong relationships in the community.
- Collaborates with Marketing and Communications to create impactful promotional materials.
- Identifies program expansion growth opportunities (with existing and new partners).
- Directly responsible for driving results (obtaining JAG NE 6 of 6 outcomes).
- Performs other related duties as assigned.

Required Skills and Abilities:

- Strong leadership skills.
- Must have strong oral and written communication skills.
- Must be knowledgeable about Nebraska human services system, non-profit human services and educational service agencies, school districts, educational systems, workforce programs (WIOA) and other major systems work across the state.
- Must have a good understanding of philanthropy and the role non-profit organizations play as a safety net for the most vulnerable members of our community.
- Must have the ability to effectively represent UWM, 211, JAG NE, and CRCSP during community and stakeholder meetings.
- Must have the ability to think strategically over a multiple-year period.
- Must be able to execute and accomplish immediate deliverables on short notice.
- Must be highly organized, responsive and able to handle multiple deliverables at a time.
- Must be a great teammate that cares deeply about the overall success of UWM, 211, JAG NE, and CRCSP.
- Demonstrated ability to tactfully handle stressful situations, negotiate and resolve conflicts, maintain confidentiality and to respect and observe organizational protocol.
- Ability to perform job with integrity, mission, vision, and values consistent with United Way of the Midlands and hold self and other team members accountable for achieving results.
- High-energy individual who takes initiative with a positive outlook who can manage ambiguity and change.
- Manage expectations of internal team members effectively and a strong desire and aptitude to be part of a team environment.
- Commitment to diversity, equity, and inclusion.
- Excellent inter-departmental communication skills.
- Excellent time management skills with a proven ability to meet deadlines.
- Must have strong skills in Microsoft Office (Word, PowerPoint, Excel, Teams)
- Must have familiarity with state and federal grants and operating direct service programs to be compliant with grant requirements.
- Must have ability to manage a program budget.

Supervisory Responsibilities:

- Supervises members of 211, JAG NE and CRCSP teams. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education and Experience:

- Bachelor's degree (required) from a four-year accredited college or university.
- Minimum of 8-10 years of experience in the social/human services field leading direct program work.
- A career progression that demonstrates increased leadership and management responsibilities is ideal.
- Experience communicating complex programs to various stakeholders.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Regularly reach with hands and arms and talk or hear.
- Occasionally required to walk; climb or balance and stoop, kneel, crouch, or crawl.
- Must occasionally lift and/or move up to 20 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- Driving is an essential requirement.
- The noise level in the work environment is usually moderate.

Benefits:

- Shared health, dental and vision insurance
- Generous 401(k) Retirement plan
- Paid vacation and sick time
- Employer paid life and disability insurance
- Professional development assistance
- Tuition reimbursement
- Onsite cafeteria and gym

How to Apply:

Please submit your cover letter and resume to resume@UWMidlands.org *United Way of the Midlands is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.*