



Education Program Manager (Grant Position)

The United Way of Buffalo & Erie County is seeking a knowledgeable, collaborative and enthusiastic individual for our Education Program Manager position. The Education Program Manager will establish, direct and supervise program activities to meet the needs of the community and fulfill Western New York Girls in Sports (WNYGIS) objectives and expansion in accordance to the strategic and operating plans. This position reports to the Program Director – Education.

Key responsibilities

- Advocate for key issues impacting girls and sports.
- Develop a sustainability plan for (WNYGIS)
- Develop quality school-based programming that sets a strong foundation for children to practice healthy habits including maintaining optimal nutrition and an active lifestyle through their lifetime.
- Research best practices in order to incorporate improved strategies and activities into existing programs, services and events and/or create innovative programming in support of the Erie Niagara Birth-8 Coalition for all strategic and operating plans.
- Develop funding resources through grant writing, sponsorships and requests of individuals in order to achieve staffing and programming goals that support school-based health outcomes.
- Develops new partnerships and strengthens existing collaborative relationships with universities, schools, community and faith-based organizations.
- Recruits, hires, trains, develops, and directs paid staff and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
- Ensures compliance with current regulations that provide for the safety and security of children participating in program activities.
- Oversees the planning, coordination and execution of education-related special events, including maintaining strong relationships with event-related community and media partners.
- Compiles program statistics. Monitors, evaluates and reports the effectiveness of and participation in programs.
- Visibly demonstrates UW Values of service, integrity, collaboration, accountability and innovation.
- Performs general office duties such as typing, filing, data entry, opening mail, etc.
- Engages in job-related travel to designated meetings and events.
- Maintains established departmental policies, procedures and objectives.
- Performs other duties as requested.

Education, Skills, Knowledge, Experience:

- Bachelor's degree in education-related studies plus three years of experience or equivalent.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Previous hiring, supervision and development of staff.
- Experience with program design, development, implementation and retention.
- Experience with collaboration of schools, universities, community agencies, parks n rec., and faith-based organizations.
- Excellent analytical and presentation skills.
- Project management, organization and time management skills necessary.
- Good listening skills and ability to work in a team environment.

Contact Information: For consideration please email a cover letter, resume and salary history to jobs@uwbec.org attention Beth Sullivan, Human Resource Manager. Resumes without a cover letter will not be considered. No phone calls please.

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.