



United Way  
of Buffalo & Erie County

## Workplace Services Project Director

The United Way of Buffalo & Erie County is seeking a dynamic, strategic, and collaborative individual for its Project Director position. The 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 Financial Stability and Thrive Buffalo Director.

### **Responsibilities:**

- Manage overall execution of Workplace Services
- Develop, execute and modify an ongoing project plan
- Develop and monitor policies and procedures
- Manage financial and programmatic compliance
- Maintain frequent contact with employer partners
- Work closely with employer partners and resource coordinator(s) to identify issues affecting the success and financial stability of employees
- Prototype strategies and programs to test and deliver at employer partners
- Assist in program evaluation leading to results and learning
- Convene employer partners to share results and learning and best practices
- Represent Workplace Services on appropriate community committees
- Assist in developing marketing materials for Workplace Services
- Meet annual goals to recruit additional employer partners
- Assist in sustainability planning to generate revenue to support Workplace Services
- Brief community stakeholders, in writing and in person, about Workplace Services
- Solicit and establish agreements with external vendors
- Manage invoicing to and from customers and vendors
- Develop program outcomes and monitor and improve performance
- 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 and innovation.
- 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; 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.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, governmental regulations, and policies.
- 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 a reliable automobile.

**Contact Information:** For consideration please email a cover letter and resume to [jobs@uwbec.org](mailto:jobs@uwbec.org) attention Beth Sullivan, Human Resource Manager.

*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.*