

United Way of Tucson and Southern Arizona

Job Description

Youth Development Project Manager

Job Summary:

This is a project manager position for First Focus on Kids youth development activities. Reporting to the Youth Development Director, this individual develops, manages and reports on the Carol M. White Physical Education Program grant. This position will also research and seek grant funding opportunities to ensure sustainability and build capacity of these and/or other youth development and/or early childhood development programs and activities

This is a full time position for a motivated individual with excellent communication, organizational and computer skills. Working with United Way managers, contractors and consultants, the individual develops, manages, plans, coordinates and supervises activities in local school districts at multiple after-school program sites to deliver health and physical activity services to organizations that serve children and youth.

Responsibilities:

Program Development and Project Management

- Develops, manages, and directs overall budget of the federal grant and additional acquired funding sources and secures required match funds.
- Designs, implements and evaluates all activities funded by federal grant. Hires and supervises an evaluation consultant and together with agency providers design and implement evaluation for the grant.
- Writes semi-annual reports to federal government based on program evaluation, outcomes, media received, outreach and other documentation from consultants and implementing providers
- Analyzes program evaluative data, conducts site visits with sub-recipients and recommends changes in grant activities accordingly.
- Prepares annual performance report to federal government based on program activities and outcomes.
- Conducts and evaluates plans and strategies for program partners and evaluate direction of efforts.
- Conducts site visits with program providers and organizes and schedules family fitness nights with program and United Way staff.
- Researches best-practice models for delivery of physical fitness and nutrition education and incorporates practices in the project.
- Coordinates activities with the United Way nutrition and other youth development staff members to provide technical assistance and educational sessions and materials to program staff.
- Plans and coordinates regular meetings with program partners.
- Creates data base and tracks progress of providers in delivering physical fitness and nutrition education.
- Works with the Department of Education to coordinate, assist or evaluate the activities of United Way and its collaborating partners.

- Provides planning and program support for Youth Development Coalition and First Focus on Kids Impact Council.
- Prioritizes responsibilities and assignments, and completes timely reports.
- Creates, modifies, and maintains routine and special letters, memos, and reports using word processing, database, spreadsheet and other software packages.

Contract Performance/Evaluation

- Plans program and develops contracts for all program partners.
- Ensures that collaborating partners and consultants do not use monies to support unallowable activities.
- Writes grant proposal and no-cost extension proposals for funding for project.
- Manages program budget and writes semi-annual financial budget reports to the federal government.
- Processes invoices from collaborating partners and consultants on a monthly basis. Tracks and reconciles program budget monthly.
- Ensures that program deliverables are met and that program activities follow the capacity-building guidelines of the grant.

Resource Development

- Researches funding opportunities and develops grant proposals in line with the mission and objectives of the Youth Development Coalition.
- Assists in researching and writing grant proposals that support the work for First Focus on Kids early learning efforts.
- Participates in United Way resource development activities to support the work of the Resource Development Division in securing resources and carrying out special events and projects (e.g., Days of Caring, Families Matter Festival, and the FFK Event).
- Excellent customer service as a component of all job duties.
- Incorporate all applicable components of the organization's Constituent Relationship Management plan into annual work plan

Public Education/Advocacy

- Develops and sends quarterly e-newsletter to program partners on health topics, teaching resources, program implementation strategies and other news.
- Distributes First Focus on Kids and Youth Development Coalition brochures and information.
- Coordinates activities with the City of Tucson and the YMCA on major health and fitness days.
- Participates in, and makes presentations at, United Way and local community events and employer "fairs".

Other Duties as Assigned

Preferred Qualifications, Skills and Abilities:

- Baccalaureate degree in public administration, family studies, human services or a related field.
- Two years experience in youth development, early childhood, human services or other related field.
- Prior experience working with faith-based and/or community organizations.

- Prior experience providing capacity building technical assistance.
- Well-developed computer skills and excellent oral and written communication skills.
- Demonstrated customer service, problem solving, research, and information management skills.
- Demonstrated ability to tactfully handle stressful situations, negotiate and resolve conflicts, maintain confidentiality and to respect and observe organizational protocol.
- Ability to travel to work in a variety of locations throughout the metropolitan Tucson area whenever required.
- Ability to establish and maintain effective working relationships with United Way staff at all levels, volunteers from diverse backgrounds, donors, community partners, independent contractors, parents and others.
- Bilingual (Spanish) preferred.

Reviewed By:	Signature	Date
Group VP of Community Development		
Human Resources		

Employee Acknowledgement of Receipt of Job Description:

Name (Please Print)	Signature	Date