



United Way
of Greater Rochester
and the Finger Lakes

**UNITED WAY OF GREATER ROCHESTER AND THE FINGER LAKES
CAREER OPPORTUNITY**

JOB TITLE: PROGRAM OFFICER

SUMMARY

The Program Officer is a member of the Community Impact Team and is responsible for developing and implementing strategies that achieve positive, measurable results in assigned focus areas of funding: Health, Education, and Economic Mobility. This position is also responsible for Innovation Grants, and community investments in immediate and emerging community needs. The Program Officer is responsible for keeping current on relevant data and research related to focus areas and making recommendations on agency investments. This position is also responsible for monitoring and reporting agencies' progress toward deliverables, supporting the capacity building of funded agencies, and fostering and maintaining strong relationships with community stakeholders for the overall good of the community.

ESSENTIAL FUNCTIONS

- Responsible for achieving measurable results with United for Impact community impact grant-funded agencies in United Way's focus areas of Health, Education, and Economic Mobility to align with the overall impact agenda.
- Responsible for assuming a leadership role as Community Convener to and plan, lead, and facilitate community meetings around the impact agenda to gather input, information sharing, and collective problem-solving on focus issues
- Partners with funded agencies to track program results, monitor budget needs, and support deliverables, sharing results and opportunities for creating impact
- Supports application process for funding from partner agencies for impact and innovation grants
- Identifies lessons learned from evaluation findings and formulates recommendations to agency partners, community stakeholders, and the CI team
- Leads and facilitates communication and interaction among the program stakeholders
- Collaborates with internal departments, including the Marketing and Communications team and the Resource Development team to further United Way's community impact strategies and community focus. Works cross-functionally with Rochester Monroe-Anti Poverty Initiative and Systems Integration Project to align with community-focused initiatives and projects to improve the lives of community members
- Consistently demonstrates the values and mission of the United Way
- Performs other duties as assigned

SKILLS AND COMPETENCIES

- Excellent facilitation skills
- Collaborative/Team Player
- Cultural humility and the ability to work with multiple stakeholders of a variety of backgrounds, internally and externally
- Strong ability to conduct research on best practices and program design to help shape UW's work
- Steeply embedded in community work. Has extensive knowledge in the areas of education, health, and economic mobility within the Rochester, NY community
- Visionary skills - the ability to think of the large picture while also being able to see smaller scope and attention to detail

- Ability to build and maintain relationships; action-oriented in creating meaningful connections
- Ability to make decisions independently using good judgment and able to ask for help/support when needed
- Experience in recognizing youth, family, and adult basic needs
- Adept in learning technology and systems
- Strong communication skills- verbal, written, and presentations
- Mission and community-driven
- Strong interpersonal skills and ability to apply skills to influence and build trust, create bonds with a variety of individuals and maintain their engagement

FLSA CLASSIFICATION: Exempt

REPORTS TO: Director of Community Impact

SUPERVISORY RESPONSIBILITY: None

TRAVEL: Local travel may be required

EDUCATION AND EXPERIENCE

Bachelor’s Degree with a minimum of 5 years of experience in human services or a related field required

HOW TO APPLY

Candidates may apply online by [CLICKING HERE](#)

JOIN THE TEAM!

United Way of Greater Rochester and the Finger Lakes is a dynamic and collaborative work environment comprised of dedicated professionals who are driven to make our community a better place. Join our team and make an impact serving our region with your time and talent.

MISSION

Our mission is to unite the goodwill and resources of our community so that everyone can thrive. That means that our team is committed to working with local donors, businesses, not-for-profit program partners, municipalities and individuals to make this region stronger and more vibrant together.

VALUES

Our core values define who we are and how we serve our community. United Way and our team members are caring, collaborative, equity-driven, innovative, respectful, results-oriented and trustworthy.

In support of the ADA, this job description lists only the responsibilities and qualifications deemed essential to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. United Way of Greater Rochester and the Finger Lakes is an Equal Opportunity Employer. This policy prohibits discrimination on the basis of sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, gender expression, disability, genetic predisposition, veteran status or status as a member of any other protected group or activity.