**Manager, Direct Investment Program (DIP) – *multiple positions available***

Reports to: Senior Director of Impact

Department: Community Impact

FLSA Status: Exempt

Classification: Full-Time

Salary Range: $64,934.18 - $82,982.95

Date: 9/1/22

**JOB SUMMARY:**

United Way California Capital Region (UWCCR) seeks Direct Investment Program (DIP) Managers to lead our innovative and growing Guaranteed Income Program. The DIP Managers are responsible for program development, implementation, supervision, and management as well as oversight of day-to-day functions that may range from accurate and timely payment processing to cultivation and stewardship of community partners, stakeholders and participant relationships to policy research and advocacy. DIP Managers will also lead and assist with a broad range of activities that seek to build economic resiliency, remove economic barriers, and provide access to financial capital within historically undervalued and underinvested communities.

**ESSENTIAL FUNCTIONS**

* Develop, supervise, and innovate processes including application distribution, eligibility determination, recruiting research participants, informed consent data collection, conduction a warm hand-off to the evaluator for research activities such as surveys and/or interviews, participating in learning communities and listening sessions.
* Manage daily operations of the program, including ensuring the accurate and timely processing of GI payments to program participants.
* Assist with the development, administration, and implementation of the program evaluation.
* Collect, compile, and securely store program-related data including information regarding participants, provided services and programming, referrals, collaborative meetings, and partnerships.
* Consult with and advise the Senior Director of Impact, the Senior Team, and members of Impact team on key issues, successes, and challenges related to the program.
* Maintain consistent availability and contact methods for program participants and community members inquiring about program operations.
* Conduct policy review and other research to draft written materials and give presentations that amplify the goals, experiences, and outcomes of the Program.
* Leverage partnerships, internal resources, and staffing to achieve intended outcomes.
* Steward, cultivate and maintain relationships with program participants.
* Produce copy and basic design input for use by marketing.
* Plan and execute public events related to the program.
* Maintain working knowledge of current, comparable initiatives/programs in the region, specifically to identify common practices and valuable alternatives.
* Attend community meetings and events to amplify the goals, experiences, and outcomes of the program.
* Perform other duties as assigned or when need arises.

**KNOWLEDGE, SKILLS AND ABILITIES**

* Active collaborator and self-manager comfortable with fluid movement between team and individual tasks.
* Strong communication skills, verbal and written, including an ability to communicate with a broad range of community members in culturally responsive modes.
* Ability to develop and use creative and innovative methods and judgement to know when innovation makes sense.
* High level of proficiency with various digital systems and a comfort with learning new systems.
* Strong writing and editing skills.
* Ability to develop a strong rapport and build relationships with business and community stakeholders.
* Demonstrated strong interpersonal skills and the ability to recreate results through influence management.
* Ability to effectively coordinate with other United Ways.
* Ability to appropriately represent United Way in public settings.
* Ability to adhere to UWCCR’s guiding principles and code of ethics for board and staff.
* High level of proficiency with various digital systems and a comfort with learning new systems.
* Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook.
* Ability to utilize social media as a tool for marketing and communication.

**MINIMUM QUALIFICATIONS AND EXPERIENCE**

A combination of training and experience equivalent to completion of college level coursework for a degree in education or one of the social sciences and two years’ experience with nonprofit, human services or government organizations.

**DESIRED EDUCATION AND EXPERIENCE**

* Higher education and/or work experience that demonstrates attainment of desired Knowledge, Skills, and Abilities.
* Work/Volunteer experience demonstrating a multi-year commitment to community/public interests.
* Experience working within team settings.
* Experience with government-funded social services, including experience as a recipient
* Excellent analytical skills.
* Knowledge of consensus management, project management, and group facilitation practices with diverse stakeholders.
* Strong problem solving and process management skills
* Ability to use rigorous logic methods to solve difficult problems with effective solutions; probe all fruitful sources for answers; figure out the processes necessary to get things done; and ability to know what to produce and how to produce it

**PHYSICAL AND MENTAL REQUIREMENTS**

* Extensive communication with coworkers, potential donors, media and the public in settings ranging from one-on-one to large groups including formal and informal presentations, training sessions and questions and answer sessions, and by telephone.
* Work in an office environment, move objects up to 40 pounds such as large binders, books, boxes, and small office equipment.
* Competence operating and adjusting office equipment such as telephone, computer and calculator.
* Exercise sound judgement under high pressure settings.
* Willingness to travel locally and overnight via plane, train or private vehicle.
* Willingness to work evenings and weekends as necessary.
* Ability to maintain high level of confidentiality.
* Occasional exposure to dirt, dust, cold, and heat.
* Constant public contact.
* Constant decision making and concentration.
* Work in an office for long periods of time.
* Strong analytical, troubleshooting, and problem-solving abilities.
* Able to react, organize, and prioritize within a high pressure, fast paced environment.
* Outstanding work ethic and willingness to do what it takes to get the job done.
* Ability to work independently with a high attention to detail.
* High level of proficiency in various Microsoft Office applications.

**SPECIAL REQUIREMENTS**

Possession of an appropriate California operator’s license issued by the State Department of Motor Vehicles, and adequate automobile insurance; possession and maintenance of a good driving record (as evidenced by freedom from multiple or serious traffic violation for at least a two-year duration) that does not contribute to an increase in UWCCR insurance rates.

**ANTI-RACISM, DIVERSITY, AND INCLUSION**

UWCCR recognizes and affirms that all people are created equal and are entitled to all rights afforded by the Constitution of the United States. Our Human Resources and Executive Team are committed to promoting Anti-Racism, Diversity, and Inclusion efforts to address the inequalities and disparities amongst race. We live these values by improving equity, diversity, and inclusion in recruitment, selection, and employment practices. We aspire to recruit, employ, retain, and promote talented individuals representing the full spectrum of our community, and welcome all candidates, including candidates of any race, religion, national origin, gender, gender identity or expression, sexual orientation, and age, and candidates with disabilities.