



United Way of Greater Chattanooga (UWGC) is currently searching for an experienced Program Manager for the Tennessee DOE-funded Tennessee Accelerating Literacy and Learning Corps tutoring program. This position will be a part of United Way’s strategic community investments team, working to make long-term change toward the organization’s Impact Agenda. The ideal candidate will have a proven ability to design and implement high-level program initiatives through public-funding streams.

Purpose of Position

- Research, strategize, and maintain program initiatives that adhere to organizational objectives determined by UWGC, State of Tennessee, Department of Education through the ALL Corps tutoring program and additional stakeholders
- Recruit program partners to implement program initiatives alongside school districts in Hamilton, Sequatchie and Marion counties
- Develop program assessment protocols for evaluation and improvement to ensure educational growth for all program recipients
- Maintain organizational standards of satisfaction, quality, and performance
- Oversee multiple project teams, ensuring program goals are reached
- Manage budget and funding channels for maximum productivity

Essential Duties and Responsibilities

- Leads and coordinates learning opportunities for student acceleration through high dosage tutoring programs
- Work closely with grantor, cross-functional teams, and assigned project managers to plan and develop scope, deliverables, required resources, work plan, budget, and timing for new initiatives
- Manage program and project teams for optimal return-on-investment, and coordinate and delegate cross-project initiatives
- Uses data to identify priorities for training and support
- Develop and manage budget for projects and be accountable for delivering against established business goals/objectives

- Maintain timely reporting for internal evaluation and grant requirements
- Work with other project managers to identify risks and opportunities across multiple projects within the department
- Works as a liaison between all partners, ensuring effective and streamlined communication
- Directly assists the Finance department to ensure billing is correct and timely based on State requirements
- Analyze, evaluate, and overcome program risks, and produce program reports for management and stakeholders
- Ensures compliance with district, state and federal policies, regulations, and laws
- Adheres to the Teacher Code of Ethics as defined by Tennessee Law
- Performs other duties as assigned

Skills and Qualifications

- Bachelor's degree in education, non-profit management, or related field. Master's degree preferred
- 3+ years of program management required. Experience managing complex projects that cross multiple departments or organizations, preferred
- Educational experience, strongly preferred
- People management experience, strongly preferred
- Exceptional leadership, time management, facilitation, and organizational skills
- Working knowledge of digital marketing and budgeting principles
- Demonstrate excellent verbal and written communication skills to deal effectively with students, educators, parents, community partners and the general public

Core Competencies Required

- **Mission-Focused:** Catalyze others' commitment to mission to create real social change that leads to better lives and healthier communities. This drives their performance and professional motivation.
- **Relationship-Oriented:** Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.

- **Collaborator:** Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven:** Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward:** Steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

Position Type/Expected Hours of Work

- This is a full-time position, and general hours of work and days are Monday through Friday, 8:30 a.m. to 5:30 p.m. It may occasionally require some irregular hours and weekend work.

If you are interested in applying for this position, please submit a cover letter and resume to tammymccallie@uwchatt.org by June 24, 2022.