

# UNITED WAY OF GREENVILLE COUNTY FINANCIAL STABILITY MANAGER



**Reports to:** Director of Financial Stability  
**Direct Reports:** Client Services Specialist; AmeriCorps member  
**FLSA Status:** Exempt, Full-Time  
**Date Revised:** October 2022

## WHO WE ARE

Greenville County continues to draw national attention as a popular destination for visitors and a magnet for new development. Despite our success, many people experience a different Greenville. Right now, nearly 60,000 people are experiencing poverty in our county. As the largest poverty-fighting organization in South Carolina, United Way of Greenville County's (UWGC) unique ability to take on challenges like affordable housing, education, job training, transportation, and other complex community issues—all at the same time—is unmatched.

## WHAT WE DO

We mobilize individuals and convene partner agencies, corporations, and community leaders to make broad, systemic change like no other organization can on its own.

United Way values the abilities and perspectives that make each person who they are, empowering our employees to reach higher, think differently, act innovatively, and work collaboratively. People who work here provide the energy, expertise and creativity that is critical to creating the lasting change our community needs—and the opportunities to succeed that everyone deserves.

**Vision:** A Greenville County where all people have access to the opportunities to achieve their full potential.

**Mission:** We mobilize people and resources to improve lives, strengthen the community, and advance equity for the benefit of all.

**Impact:** As a funder, partner and convener, United Way of Greenville County works with the entire community to build resources, focus investments, and foster partnerships that create lasting solutions to big community problems.

## POSITION SUMMARY:

The Financial Stability Manager is a member of the Community Impact Team and is responsible for providing leadership, management, and direction to the Opportunity Centered powered by United Way. The Financial Stability Manager also provides leadership to Community Partners and United Way staff to ensure effective and efficient operation of the Opportunity Center.

## Key Relationships:

External: Community stakeholders and donors, volunteers, and United Way funded partners

Internal: Volunteer groups associated with Financial Stability, including Community Impact Committee, and United Way staff.

## **ESSENTIAL RESPONSIBILITIES**

### **GENERAL PROGRAM ADMINISTRATION**

- Responsible for the delivery, oversight, and management of the Opportunity Center operations and programs.
- Serves as main program contact for UWGC financial stability partnerships associated with the Opportunity Center; responds to inquiries as needed; communicates with UWGC staff and community partners.
- Develops and maintains a policies and procedures manual for all aspects of operation to ensure consistency and quality of operations as well as reporting and service delivery.
- Provides supervision and support to Client Services Specialist and Opportunity Center AmeriCorps member.
- Hire, train, supervise and evaluate staff and volunteers
- Oversee weekly activity/data tracking for purpose of developing monthly, quarterly, and annual reports of outputs and outcomes.
- Facilitates regular site meetings with staff and in-house agency partners to ensure operational and performance outcomes are being achieved, and to troubleshoot and resolve issues.
- Prepare, submit, and communicate production reports on an ongoing basis or as requested for reporting and grant applications.

### **SITE OPERATIONS & COORDINATION**

- Develop the Opportunity Center's annual work plan and timelines with the Director of Financial Stability.
- Manages implementation of UWGC's Promise Account Initiative, including the start-up of the matched savings account program and facilitates delivery of match funds and reports to funders.
- Manage operations for volunteer-based financial education program at the Opportunity Center.
- Provide technical assistance and support to volunteers and AmeriCorps members, as necessary.

### **MARKETING**

- Work in partnership with the Marketing department and Community Impact Leadership to develop and execute a marketing and outreach strategy for the Opportunity Center for UWGC.
- Assists with marketing and publicity by helping develop web content, communications, and Opportunity Center materials.
- Conduct presentations and attend speaking engagements to promote the Opportunity Center programming and share the impact in the community.

### **VOLUNTEER RECRUITMENT, TRAINING, & MANAGEMENT**

- Working with UWGC staff, develops and administers volunteer recruitment strategies including presentations, speaking engagements, events, etc.

- Ensure volunteer records and reports are accurate and up to date. Provide ongoing correspondence to volunteers when necessary.
- Along with CI leadership, develop the training schedule and curricula for all volunteer positions including AmeriCorps members. Conduct training for volunteers.

### EDUCATION AND EXPERIENCE

- Bachelor’s degree in a related field or equivalent experience
- Experience in team leadership and management, strategic thinking, program development and implementation, volunteer management, research, evaluation, and report writing.
- Strong understanding of community issues, particularly in the area of financial stability.
- Understanding of personal finances, particularly in the areas of budgeting, asset building, and credit building.
- Strong written communication skills.
- Experience with meeting facilitation, public speaking, and training.
- Knowledge and use of current Microsoft Office and its applications. Database experience a plus.

<b>Mental &amp; Physical Demands- ADA Guidelines</b>				
<b>Physical Demands</b>				
Stand	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Handling / Fingering	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Crawl	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Bend	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
<b>Lifting Requirements</b>				
10 pounds or less	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
11 to 20 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
21 to 50 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
51 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
<b>Pushing and Pulling Requirements</b>				
12 pounds or less	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
13 to 25 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
26 to 40 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
41 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
<b>Definitions</b>				
N/A	<b>Not Applicable</b>	Activity is not applicable to this occupation		

<b>O</b>	<b>Occasionally</b>	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs./day)
<b>F</b>	<b>Frequently</b>	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs./day)
<b>C</b>	<b>Constantly</b>	Occupation requires this activity more than 66% of the time (5.5+ hrs./day)

**HOW TO APPLY**

Submit your resume and cover letter to [talent@unitedwaygc.org](mailto:talent@unitedwaygc.org) with “Regional VITA Program Manager” in the subject line.

*United Way of Greenville County offers competitive compensation based on prior experience and qualifications as well as comprehensive benefits in order to best support our people. Benefits we offer include health, dental and vision insurance where United Way of Greenville County pays generously towards the cost of these benefits for employees and their families.*

*United Way of Greenville County is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit, and business need.*