

PROGRAM DIRECTOR/VETERANS AFFAIRS

The Barry County United Way seeks a Full-time Program Director/ Veteran Affairs Coordinator who is an organized team member, effective communicator and passionate about enhancing program quality and impact. The successful candidate will be skilled in coordination of agency programs, grant administration including reporting and writing of State and Federal grants, and Veteran's Affairs administration.

The Program Director/Veteran's Affairs coordinator will support Barry County United Way's mission "To improve lives by mobilizing the caring power of Barry County communities."

Key responsibilities include:

- Connect Veterans and their families with local, state and federal resources
- Coordinate agency program services, data tracking and reporting
- Coordinate and uphold contractual agreement with the County to provide services
- Oversee the administration, writing and reporting of local State and federal grants
- Supervise and manage staff
- Complete intakes and provide case management
- Complete and submit monthly, quarterly and annual financial status reports
- Submit interim and annual project reports
- Interface with numerous software programs to submit reports to state agencies
- Coordinate and collaborate with various State agencies
- Collaborate with other community agencies to address emerging and future issues
- Conduct outreach and advocacy for Veteran services in the community
- Assist with campaign, outreach and community event

What we look for in a candidate:

- Passion for Barry County United Way's mission
- Demonstrated commitment to empowering others
- Excellent written, spoken and presentation skills
- Ability to work effectively both independently and in a team environment
- Ability to multitask, prioritize work effectively and consistently meet deadlines
- Strong interpersonal skills and commitment to a positive and professional manner at all times

Compensation package

- Salary range \$52,000 - \$57,000
- Health insurance paid 100% for employee
- 136 hours PTO available to accumulate in first year
- 12 paid holidays

Submit resumes and references to Lani Forbes at the Barry County United Way Office - 231 S. Broadway, Hastings or by email.