



**ORANGE COUNTY UNITED WAY
JOB DESCRIPTION**

Job Title: Operations Manager, OC Free Tax Prep	Reporting To: Associate Director of Operations, United for Financial Security
Department: United for Financial Security	Position: Full-time/EXEMPT

Purpose of Position

Responsible for coordinating the implementation of the OC Free Tax Prep program.

Key Duties and Responsibilities

Under the direction of the Associate Director of Operations, the Operations Manager, OC Free Tax Prep will manage, assess, and report on all components of OC Free Tax Prep. Candidate must have strong, professional, operation management and communication skills.

Responsibilities include, but are not limited to:

- Identify and secure critical community partnerships
- Administer OC Free Tax Prep partner grant and awards
- Manage the Volunteer Recruitment portal
- Perform tax prep site visits to ensure compliance with OC United Way partner agreement and IRS Quality Site Requirements
- Assist with the development and tracking of the annual program budget
- Work with OC United Way internal departments to develop marketing, outreach and communications collateral for county-wide distribution
- Implement program protocol and controls to ensure accurate tax preparation, site management and reporting by volunteers and partner agency staff at all partner sites
- Coordinate several free tax preparation site and program activities including “pop-up” one-day events with partner agencies and elected officials
- Ensure adherence to grant requirements set by various funding sources
- Track program data and complete program grant-related reports as required
- Create and maintain accurate grant templates and budgets for OC Free Tax Prep, including program details, objectives and results, descriptive narratives on programmatic impact and complete budget and financial information.
- Assist in preparation of grant reports required by funders
- Coordinate grant submission and reporting calendars to ensure all deadlines are met
- Conduct and manage Program Evaluation efforts



Job Requirements/Technical Knowledge

- A strong interpersonal and communication skill set
- Demonstrated ability to coordinate and work effectively with and gain the respect and support of varied and changing constituencies including staff, community representatives, and volunteers
- Possess excellent written, verbal, presentation, research, problem solving and time management skills with strong attention to detail
- Ability to work in a fast-paced environment and work effectively with others including key stakeholders, partner agency staff and volunteers
- Computer (Word, Excel, PowerPoint) and social media savvy
- A decisive and resourceful individual with the willingness to accept responsibility and take charge of results; able to work successfully with limited resources
- Ability to analyze statistical data from numerous sources for reporting purposes
- Experience working with community-based organizations preferred
- Ability to work independently, making appropriate decisions and ability to represent OC United Way in a professional manner
- Bachelor's Degree or 3+ years similar experience preferred
- Available to work evenings and weekends if required (typically in winter and spring)

Physical Demands

Physical demands are representative of the requirements necessary for an employee to successfully perform the essential functions of this position. The employee is required to actively listen and communicate clearly. The employee is required to stand and publically speak. The employee is required to walk, reach with arms and hands, climb, balance, twist, lean, move from one location to another, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close and far. Ability to operate a computer keyboard and mouse, and lift files and reports is required. Employee must be able to lift and carry 25 pounds.

The employee is required to talk and hear. The employee is often required to sit and use their hands and fingers to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb, balance, twist, lean, move from one location to another and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. **Reliable transportation and a clean driving record are required as the employee will need to travel throughout Orange County to visit tax sites and travel to community events and meetings.** Set-up and take down of tax events. Ability to lift and carry 25 pounds. Participation in early morning and evening meetings and events will be required. The noise level in the work environment is usually quiet to moderate.

Send Resumes To:

recruiting@unitedwayoc.org
Orange County United Way
18012 Mitchell South, Irvine, CA 92614
www.unitedwayoc.org