



**ORANGE COUNTY UNITED WAY  
JOB DESCRIPTION**

<b>Job Title: Senior Program Manager, United For Financial Security</b>	<b>Reporting To: Executive Director, United for Financial Security</b>
<b>Department: United for Financial Security</b>	<b>Position: Full-time/EXEMPT</b>

**Purpose of Position**

Orange County United Way (OCUW) is seeking a driven, results-oriented senior leader to join our United for Financial Security (U4FS) leadership team. The U4FS initiative empowers struggling families by providing the financial tools needed to achieve stability and thrive. This role will focus on managing the OC Free Tax Prep program, which offers free tax preparation services to low- and moderate-income households, seniors 60+, individuals with limited English proficiency, and people with disabilities. We're looking for a leader with a passion for financial empowerment and community impact, who can lead with vision, drive operational excellence, and foster partnerships that enhance the reach and effectiveness of our services.

**Key Duties and Responsibilities**

- Lead and manage the OC Free Tax Prep Program, overseeing all operational and programmatic aspects.
- Develop and maintain strategic partnerships with community organizations to support program implementation.
- Cultivate strong relationships with key stakeholders, including the IRS, local elected officials, partner agencies, and grantors.
- Manage internally operated tax prep sites, including recruitment and oversight of site coordinators, and organize events with elected officials as needed.
- Ensure compliance with OC United Way and IRS Quality Site Requirements by implementing protocols and conducting site visits throughout the tax season.
- Supervise the OC Free Tax Prep staff (Program Specialist, Operations Specialist, and Contracted Staff)
- Collaborate with 211 OC to ensure the OC Free Tax Prep Hotline operates smoothly and efficiently through the tax season.
- Perform other duties as assigned to support the overall success of the program, Initiative, and Agency.

**Job Requirements/Technical Knowledge**

- Proficient understanding of issues affecting low- to moderate-income households and communities in Orange County.
- Proven leadership and management experience required.



- Ability to work independently, make sound decisions, and represent Orange County United Way professionally.
- Demonstrated success in collaborating with diverse and evolving constituencies, including staff, community partners, and volunteers.
- Excellent written, verbal, presentation, research, problem-solving, and time management skills, with a keen attention to detail.
- Proficient in Microsoft Word, Excel, PowerPoint, and adept with social media platforms.
- Must have reliable transportation, with travel required to various sites within Orange County during tax season.
- Flexibility to work evenings and weekends during peak periods

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently required to be able to remain in a stationary position 75% of the time. The person in this position needs to occasionally move about inside the office to access file cabinets, records, and office machinery. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine and computer printer. Occasionally ascends/descends stairs, and constantly positions self to maintain computers in the office, including under the desks. The person in this position frequently communicates with coworkers and customers who have inquiries about our business operations and the community we service; therefore, the person must be able to exchange accurate information. The employee must occasionally lift and/or move up to 10 pounds.

### **Compensation**

Salary range of \$74,000–\$90,000, based on experience, education, and market conditions. Includes a competitive benefits package.

### **Send Resumes To:**

[recruiting@unitedwayoc.org](mailto:recruiting@unitedwayoc.org)

Orange County United Way

18012 Mitchell South, Irvine, CA 92614

[www.unitedwayoc.org](http://www.unitedwayoc.org)