

Position: Program Manager, Economic Mobility Action Labs

Organization: United Way Greater Triangle

Location: Hybrid – Orange, Durham, Wake, and Johnston Counties, NC

Salary: \$65,000-\$82,000/year + generous benefits (medical, dental, 403b match, hybrid schedule)

About United Way Greater Triangle (UWGT)

United Way Greater Triangle connects people and resources to community-driven solutions that create lasting impact across Durham, Johnston, Orange, and Wake counties. We invest in effective programs, convene partners across sectors, and amplify the work of nonprofits that strengthen families and communities.

Position Overview

The Program Manager reports to the Director of Future of Work and supports the full scope of the Action Lab's work. This is a hands-on, coordination-heavy role that blends research and analysis with project management, stakeholder engagement, and internal operations. The Program Manager will quarterback key initiatives alongside the Action Lab lead: ensuring that cross-institutional partnerships move with clarity and momentum and building the systems that allow the Action Lab to operate at a high level.

This role offers direct exposure to a wide range of Triangle institutions — from employers and foundations to community organizations and government partners — and will develop deep, firsthand understanding of the opportunities and barriers shaping economic mobility across the region.

Key Responsibilities

Initiative Coordination & Delivery

- Coordinate cross-institutional initiatives that advance the economic mobility of Triangle residents, ensuring all partners are aligned on priorities, roles, and next steps.
- Quarterback Action Lab initiatives in close partnership with the Director of Future of Work, driving consistent follow-through and execution across partner organizations.
- Manage UWGT's annual Request for Proposals process — from drafting and release through submission review, expert feedback coordination, and decision support.

- Represent UWGT and the Action Lab with key stakeholders in 1:1 settings and at public events and convenings.

Research & Analysis

- Conduct research to identify previously undiscovered or underleveraged opportunities to advance economic mobility in the Triangle.
- Synthesize findings from research, partner engagement, and initiative data into clear, accessible analysis for internal and external audiences.
- Present analysis and insights to funder convenings, employer groups, and other stakeholder audiences.

Convening & Stakeholder Engagement

- Coordinate funder convenings around key issues impacting economic mobility — managing logistics, developing agendas, and facilitating productive dialogue among diverse stakeholders.
- Organize employer sector groups, including managing invitations, communications, logistics, and event planning, while proactively engaging employers and partners in advance.
- Build and steward relationships with a diverse range of public and private institutions across the Triangle.

Systems & Operations

- Develop and codify internal and external systems to ensure the smooth operation of the Action Lab and its initiatives, including project management, measurement, and stakeholder coordination systems.
- Create clarity for partners and collaborators by maintaining organized, up-to-date systems across complex, multi-stakeholder initiatives.
- Contribute to the ongoing improvement of how the Action Lab tracks, measures, and communicates its work and impact.

Grants Management

- Develop into the internal champion of everything Submittable – our grants management portal that coordinates applications, reports, and employee assistance programs.
- Be the technical assistance for nonprofit partners utilizing Submittable
- Provide summary impact data and stories to organization leadership

What Success Looks Like

In the first 1–2 years, the Program Manager will have:

- Supported the smooth delivery of Action Lab initiatives, with partners consistently aligned on priorities, roles, and next steps.
- Built trusted, productive relationships with a broad range of employers, funders, and community partners across the Triangle.
- Developed and codified internal systems — for project management, measurement, and cross-institutional coordination — that the Action Lab team relies on and maintains.
- Contributed original research and analysis that surfaces new opportunities to advance economic mobility in the region.
- Established a reputation as a reliable, thoughtful, and energetic presence both internally and with external partners.

Who You Are

- Deeply passionate about economic mobility and invested in the communities of the Greater Triangle region.
- Genuinely curious about the public and private systems, institutions, and forces shaping economic opportunity — and eager to learn by working directly alongside them.
- A natural relationship builder who earns trust across a wide range of individuals and organizations.
- Highly detail-oriented and organized, with a track record of following through on complex, multi-stakeholder work.
- A systems thinker who takes initiative in building structure and creating clarity for others.
- Comfortable working in between the seams of institutions — navigating ambiguity, adapting quickly, and staying focused on outcomes.
- An effective communicator who can distill complexity into clear written and verbal communications for varied audiences.

Qualifications

- 2–4 years of experience in program management, community development, workforce development, policy, or a related field.
- Experience working in or alongside nonprofits, government agencies, or cross-sector partnerships preferred.
- Strong project management and organizational skills, with the ability to manage multiple workstreams simultaneously.



United Way
of the Greater Triangle

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- Proficiency in data synthesis and presentation; comfort using project management and tracking tools.
- Familiarity with economic mobility, workforce development, or related policy areas is a plus.

Application Process

To apply, please submit your résumé and a brief cover letter describing your experience, interest, and salary expectation in this role to jobs@unitedwaytriangle.org. Applications will be reviewed on a rolling basis.

United Way Greater Triangle is an equal opportunity employer committed to an inclusive, equitable environment that honors the diverse voices in our organization and the communities we serve.



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