



GREENVILLE TOGETHER: A HOME FOR ALL PROGRAM & OPERATIONS MANAGER

ABOUT GREENVILLE TOGETHER: A HOME FOR ALL

In partnership with cross-sector leaders, Greenville Together: A Home for All, backed by United Way of Greenville County, is spearheading initiatives to significantly reduce unsheltered homelessness in the short term while laying the foundation to prevent and minimize homelessness in all forms over the long term. This initiative comprises two strategic components: the **One-Year Action Plan** to address unsheltered homelessness within the City of Greenville and the forthcoming **Three-Year Comprehensive Action Plan** to reduce homelessness across all populations.

POSITION SUMMARY

Greenville Together seeks a dynamic, strategic, and people-centered leader to serve as our Program and Operations Manager. This position will help guide and implement the initiative's One-Year Action Plan and evolving Three-Year Comprehensive Plan to strengthen Greenville's homelessness response system. The Manager will oversee program implementation, project management, and operational coordination—keeping initiatives on track, convening stakeholders, and ensuring alignment across partners—while serving as a key thought partner to the Director of Greenville Together.

Reports to: Director of Greenville Together: A Home for All

Location: Greenville, SC

AREAS OF RESPONSIBILITY

- Support the implementation of Greenville Together's One-Year Action Plan and support the development and execution of its Three-Year Comprehensive Plan.
- Manage day-to-day operations and ensure organizational initiatives remain on track, including monitoring progress, recalibrating when needed, and maintaining accountability toward shared goals.
- Oversee project management functions, including developing implementation plans, project charters, timelines, and tracking systems.
- Coordinate meeting logistics, agendas, and follow-up to support alignment across teams and stakeholders.
- Serve as the primary point of contact for service providers, community partners, and key stakeholders.
- Convene and facilitate cross-sector stakeholders to align strategies, share information, and accelerate collaborative efforts.
- Support the design and operationalization of new strategies and frameworks to strengthen system integration and long-term outcomes for people experiencing homelessness.
- Represent Greenville Together in community meetings, working groups, and with public and private partners.
- Ensure clear, consistent, and aligned communication with stakeholders to build trust and foster shared ownership of system goals.

PREFERRED SKILLS & QUALIFICATIONS

- 5+ years of experience in program management, nonprofit operations, community development, or a related field.
- Demonstrated success in managing programs, supervising teams, and coordinating complex partnerships.
- Experience with systems-level collaboration, ideally with nonprofits, government agencies, or community coalitions.
- Strong strategic thinking, communication, and relationship-building skills.
- Lived experience of homelessness or direct service experience with unsheltered populations is strongly valued.
- Be clear, concise and compelling in written communication.
- Listen to understand and speak to be understood.
- Obsess over the details, but don't be a perfectionist.
- Strive for best-in-class.
- Challenge assumptions without being rude or disrespectful. Know when enough is enough.
- Think big and be creative.
- Be thoughtful and kind.

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.