



BCLTRG Program Manager (grant-funded)

If you are a highly organized, systems-minded leader who thrives at the intersection of collaboration and disaster recovery, then United Way of Asheville and Buncombe County (UWABC) and the Buncombe County Long-Term Recovery Group (BCLTRG) is where you need to be. The Program Manager for the BCLTRG plays a critical role in supporting the coordination, implementation, and oversight of recovery programs that ensure accessible support for individuals and families affected by Hurricane Helene.

The [BCLTRG](#) is a collaborative network of nonprofits, faith-based organizations, government agencies, and community partners working together to support equitable, coordinated disaster recovery following Hurricane Helene. Operating through a committee-led structure, the BCLTRG aligns resources, shares information, and streamlines services to ensure that individuals and families across Buncombe County, particularly those most impacted, can access the support they need to rebuild and recover. This position is a grant-funded position through December 2026 with the hope to extend past this date based on available funding. The goal for the BCLTRG is for it to become an independent non-profit organization. This position would, in the future, transition to direct employment with the BCLTRG.

As the Program Manager, you will serve as a central operations lead, ensuring BCLTRG programs are running effectively, aligned with grant requirements, and responsive to community needs. This role requires a strong project manager who can work across teams, translate strategy into action, and build the systems necessary to support a community-centered recovery process.

KEY RESPONSIBILITIES

Internal Systems & Process Development

- Build and manage internal systems that promote data-driven decision-making, accountability, and transparency.
- Facilitate cross-team meetings and working sessions to ensure coordination and shared learning.
- Support onboarding and training of new staff to promote cohesion and continuity across BCLTRG programs.

Program Coordination & Implementation

- Support day-to-day operations of BCLTRG recovery programs including disaster case management, housing recovery, and construction coordination.
- Ensure alignment across program areas and working committees to facilitate efficient program delivery.
- Monitor progress toward key recovery goals and proactively address challenges to implementation.
- Serve as a connector between internal staff and external partners to maintain clear and consistent communication.

Grant Management & Reporting

- Track programmatic deliverables and milestones in alignment with grant requirements.
- Develop reports, dashboards, and presentations that capture outcomes and inform decision-making.
- Maintain accurate records and documentation needed for audits and funder reports.
- Collaborate with UWABC as fiscal sponsor to align spending and program activities.

Committee Engagement & Stakeholder Support

- Support the work of key BCLTRG committees by facilitating logistics, preparing materials, and documenting next steps.
- Collaborate closely with the Construction Lead, Case Management Lead, and Intake & Triage Coordinator to ensure interconnected systems.
- Represent the BCLTRG in community meetings, planning sessions, and public forums as needed.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are associated with the position. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Minimum Requirements

- 5-7 years of experience in program management, nonprofit operations, or cross-sector collaboration
- And a Bachelor's degree in nonprofit management, social sciences, or related field or 4 years of equivalent work experience
- 1+ year of management experience
- Previous experience building systems/processes and change management
- Strong understanding of project coordination, grant compliance, and workflow systems
- Experience working in community-based, equity-focused environments
- Commitment to the [mission and guiding principles](#) of UWABC and BCLTRG and ability to model those principles

Technical Skills, Abilities and other Requirements

- Strong organizational skills and ability to manage multiple concurrent projects with varying timelines
- Technical proficiency with computers, Google Workspace (Gmail, Docs, Drive, Sheets) and strong ability to learn and use a variety of other platforms (e.g.,Salesforce)
- Ability to synthesize data and create user-friendly reports, dashboards, and visualizations
- Strong facilitation and interpersonal communication skills
- Ability to balance field-based and administrative responsibilities in a fast-paced environment
- Ability to communicate (oral and written) in English
- Commitment to equity, trauma-informed practices, and community-centered recovery
- Valid North Carolina Driver's License with a driving record that meets insurance requirements

Nice to Have

- Prior experience working with or within a Long-Term Recovery Group (LTRG), VOAD network, or community-based disaster response
- Background in nonprofit program evaluation, data management, or public administration
- Bilingual (Spanish/English) proficiency

Work Environment

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals who are differently abled to perform the essential functions.

While performing the duties of this position, the employee is regularly required to:

- Sit, stand, walk, reach with hands and arms, talk and hear
- Use finger and hand motion.
- Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.
- Moderate level of stress caused from tight deadlines.

- Moderate level of mental and/or visual fatigue and/or eyestrain may result from looking at a computer screen for extended periods of time.
- Occasional work in the community at meetings.
- Occasional work outside of normal business hours.
- Occasional travel is required.
- Moderate office noise level.

This position is exempt from overtime regulations. Hybrid work environment: a mix of office, remote, and community settings (e.g., visiting job sites, attending local events, and potentially attending relevant conferences and/or regional or statewide gatherings). As part of our hybrid work policy, new employees are required to work from the UWABC office a minimum of 3 days per week for the first 90 days, and then the schedule can be modified based on conversations with the supervisor.

Reports To: Interim Executive Director, BCLTRG

Supervises: 1-2

Hours: 40/week

Hiring Range and Benefits: \$60,000-68,000 annually plus full benefits, including paid vacation, sick and personal leave; employer contributions to 401(k), contributions to health, dental and vision insurance benefits and self-care fund, life and disability insurance, and coaching and support.

United Way of Asheville and Buncombe County is an equal employment opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law