*Rural Community Assistance Corporation*

**Job Description**

***Program Manager – Environmental Finance Center***

**Classification:** *Grade G* **Department:** *Community and**Environmental*

**Status:** *Exempt* **Supervisor:** *Regional Environmental Manager, C&E*

**Organization**

Founded in 1978, RCAC is a 501(c)(3) nonprofit that provides training, technical and financial resources and advocacy so low-income rural communities can achieve their goals and visions. Our dedicated staff and active board work to make our vision of vibrant, healthy and enduring rural communities a reality across the West.

**Community and Environment Department**

RCAC’s environmental staff works with rural water, wastewater and solid waste systems to make them sustainable. Staff works with the volunteer boards of directors and small system staff to make sure they comply with state and federal regulations and understand the system finances and operations. RCAC’s work outcomes include: system regulatory compliance; access to resources for capital improvement projects; and building board and staff capacity on technical, financial and managerial best practices.

**Position Description**

The Program Manager (Rural Development Specialist III) will oversee the Region 10 Environmental Finance Center (EFC) program, supervise one to two employees and provide other assistance to rural communities as necessary. The EFC develops and deploys culturally appropriate methods and tools to build financial capacity in rural and tribal communities to support their environmental and public health utilities and facilities. Through the EFC, rural and tribal communities receive direct technical assistance and hands-on training to plan for and work toward financial sustainability.

**Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process.** **Duties and responsibilities include but are not limited to:**

* Manage program contracts and budgets
* Oversee program implementation
* Supervise up to two employees
* Manage relationships with client communities, government agencies, foundations, and other program funders
* Oversee relationships with vendors and subcontractors to support program implementation
* Collaborate with RCAC’s development team to raise funds for the program
* Coordinate and participate in networks and associations with RCAC partners
* Perform other duties as assigned

**Skills and Qualifications**

* Ability to work with minimum supervision and effectively prioritize multiple tasks
* Commitment to rural communities, drinking water access and/or health equity issues
* Capacity to supervise staff and subcontractors and direct program implementation
* Ability to listen effectively and communicate verbally and in writing
* Expertise in project management and grant management
* Familiarity with developing and managing budgets
* Proficiency with personal computers, including cloud computing and Microsoft Office
* Experience in working in a multi-cultural environment is highly desirable

**Preferred Education and Experience:**

A combination of experience and education is required to qualify for the position.

A typical qualifying combination would be:

Experience:

Five years of any combination of applicable experience in project management, grant management, drinking water access or related environmental fields. (Additional qualifying education may be substituted for up to one year of required experience).

Education:

Bachelor’s degree (additional qualifying experience may be substituted for the required education).

**Physical Job Requirements:**

The physical 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 persons with disabilities to perform the essential functions.

Work performed in an office requires ability to operate computers and various pieces of office equipment, including telephone. Use may be moderate (average two hours per day) to heavy (four or more hours per day)

While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; use hand to finger; handle; feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

This position also requires moderate (up to two days per month) to heavy (up to 10 days per month) automobile and airline travel, including overnight travel.

**Special Requirements:**

Possession of a valid drivers' license and proof of insurance that meets the minimum requirements of RCAC corporate liability policy will be required when traveling for business purposes.