*Rural Community Assistance Corporation*

**Job Description**

***Assistant Director – Community & Environmental Services***

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

**Status:** *Exempt* **Supervisor:** *Director, 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. For more than 40 years, our dedicated staff and active board, motivated by our core values: leadership, collaboration, commitment, quality and integrity, have helped effect positive change in rural communities across the West.

**Community and Environment Department**

RCAC’s comprehensive community and economic development services support rural communities to create a vision, set goals and implement an action plan for community development projects. The Building Rural Economies (BRE) initiative trains and builds community support for entrepreneurial development based on local resources and supply chains. BRE builds the capacity of local sponsoring organizations to network, plan and implement economic development initiatives in rural communities.

**Position Description**

The Assistant Director supervises Regional Managers (RMs); directs program development and implementation to achieve business plan outcomes; provides oversight to ensure the provision of quality technical support and compliance with contract requirements; develops and maintains positive relationships with funders and partner organizations; facilitates communication between the Grants and Contracts Administration (GCA) department and RMs; and participates in strategic planning.

**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:**

* Train, mentor, support and guide a team of diverse and remotely located managers
* Balance staff workloads, delegate appropriately and apply rules and standards fairly
* Conduct routine and annual staff evaluations
* Assist staff to set meaningful goals and objectives which support RCAC’s strategic plan
* Supervise Staff
* Develop and Manage Programs
* Review budgets and work plans for compliance and control
* Monitor program progress, quality, delivery, and follow-up
* Lead, plan, organize, and direct economic development programs
* Pursue new initiatives and seek new resources to advance department objectives
* Build Collaborations Internally and Externally
* Develop collaborations with networks of clients, funders, other providers, and regulators to support RCAC services
* Represent RCAC’s mission, capabilities, programs, and services to clients, funders, community leaders, policy makers, media and regulators
* Develop and maintain strong relationships with other departments within RCAC
* Participate in Corporate and Departmental Planning and Management
* Participate in and contribute meaningfully to corporate strategic planning activities
* Participate in and lead portions of departmental and corporate management team meetings
* Perform other duties as assigned

**Skills and Qualifications**

* Eight years of a combination of applicable experience or education related to economic or rural community development policies and programs
* Three years minimum management experience, project management, supervising a diverse, out-stationed staff, managing budgets and/or strategic planning
* Demonstrated commitment to multicultural work, particularly with Native Americans and farmworkers
* Ability to bring teams together to accomplish common goals
* Knowledge of government and philanthropic programs and regulations related to entrepreneurship and economic development
* Proficiency with computer software including Microsoft Office and cloud computing
* Familiarity with or ability to learn about non-profit budgeting principles and contract management
* Familiarity with or ability to learn about RCAC’s internal processes, procedures and policies
* Ability to effectively listen and communicate, verbally and in writing
* Ability to work with minimum supervision and handle multiple priorities simultaneously

**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 2 hours per day) to heavy (4 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 2 days per month) to heavy (up to 10 days per month) automobile and airline travel, including overnight travel.

**Preferred Education and Experience:**

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

A typical qualifying combination would be:

Experience:

Eight years of a combination of applicable experience in:

* Personnel management; project management; supervising a diverse, out-stationed staff; managing budgets and strategic planning
* Entrepreneurship and/or community economic development fields
* Policies and programs, including possession of agency contacts and personal/professional networks; strategic planning; nonprofit organizations; brokering of technical services; program/project design and development; and resource development and planning.

Education:

Master's degree (additional qualifying experience may be substituted)

**Special Requirements:**

Possession of a valid driver’s license and proof of insurance that meets the minimum requirements ($100,000/$300,000) of RCAC corporate liability policy will be required when traveling for business purposes.