**Rural Community Assistance Corporation**

Job Description

### Regional Manager - BRE

**Classification:** *Grade H* **Department:** *Community & Environmental Services*

**Status:** *Exempt* **Supervisor:** *Assistant Director,**Community & Environmental Services*

**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 – Building Rural Economies**

RCAC’s Build Rural Economies (BRE) staff provides training, technical assistance and coaching in comprehensive community economic development. BRE works alongside local organizations, communities, entrepreneurs and small businesses to build capacity leading to vibrant, resilient communities. BRE’s approach is centered on tested curricula and technical assistance tools designed to meet clients ‘where they are”. Program areas include: Smart Growth: Resiliency, Sustainability; Entrepreneurial Ecosystems; and, Small Business Coaching. Outcomes of RCAC’s work include increased capacity in local organizations and communities; emerging leadership; identification of economic development opportunities and catalytic projects built on local assets; new businesses; and, jobs created.

**Position Description**

The Regional Field Manager (RFM) supervises, supports, and coordinates field staff and their activities for the successful delivery of RCAC services to communities and clients. The RFM manages staff and is a lead implementor on BRE contract(s). Responsibilities include working with Grants and Contracts Administration (GCA), Lead Implementors and the Assistant Director to determine staff activities and workplans. RFM’s responsibilities include ensuring that contract deliverables are met and work output is of high quality and leads to department, program and funder objectives. Staff development is a significant RFM responsibility. The RFM is required to exercise sound judgment both in independent and collaborative decision making.

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

* Supervise four to six staff as assigned
* Facilitate and build staff capacity
* Coordinate and provide quality control for field activities within the region
* Manage relationships with state and federal agencies serving region as appropriate
* Develop and execute action plans to implement major grant programs in region
* Promote and facilitate partnerships to maximize limited resources
* Collaborate with management team to set annual goals and priorities for the department
* Prepare activity and outcome reports as required
* Perform other duties as assigned

**Skills and Qualifications**

* Ability to manage, coach, and train staff utilizing a facilitative leadership approach
* Facilitation, mediation and meeting management skills
* Familiarity with rural and Tribal community culture and social norms
* Ability to troubleshoot, innovate and problem-solve
* Proficiency with personal computers including Microsoft Office
* Ability to complete administrative and reporting requirements on time
* Ability to listen and communicate effectively, verbally and in writing
* Ability to work independently and in team environments, and to effectively prioritize multiple tasks

**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.

**Preferred Education and Experience:**

A combination of experience and education is necessary to qualify for the position. A typical qualifying combination may include:

Experience:

Seven years of any combination of applicable experience in community development, grant management, or non-profit management (education may be substituted for experience).

Preferred Education:

Master’s degree (additional qualifying experience may be substituted).

**Special Requirements:**

Project management or similar certification desired. Previous grant or contract management experience is a plus.

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.