**Rural Community Assistance Corporation**

Job Description

### Regional Field Manager

**Classification:** *Grade 14* **Department:** *Community & Environmental Services*

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

**Organization**

Founded in 1978, RCAC seeks to collaboratively build the capacity of organizations that serve low-income people living in the rural West (13 states including Alaska and Hawaii). RCAC works in partnership with small rural and Indigenous communities and other local agencies to provide tools and resources necessary to improve their quality of life. RCAC offers a wide range of services to communities with fewer than 50,000 people including technical assistance and training for environmental infrastructure; affordable housing development; economic and leadership development; and financing to support community development. Since its inception, RCAC’s dedicated staff and active board have helped affect positive change in rural and Indigenous communities across the West.

**Community and Environment Department**

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

**Position Description**

The Regional Field Manager (RM) supervises, supports, and coordinates field staff and their activities for the successful delivery of RCAC services to communities. The RM manages relationships with funders and conducts outreach to philanthropic partners and state and federal agencies. Other major responsibilities include working with Grants and Contracts Administration (GCA), contract managers and other regional managers to determine appropriate programs and level of effort required within region; optimizing service delivery and program growth; providing quality control and oversight of activities in the region; and exercising 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 5-8 staff as assigned
* Coordinate and provide quality control for field activities within the region
* Manage relationships with state and federal agencies serving region
* 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
* Fundraise as necessary and manage relationships with current and potential funders
* 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
* Develop job descriptions, interview, hire and train staff
* Facilitation, mediation, and meeting management skills
* Familiarity with rural and tribal community culture and social norms
* Familiarity with utility project management steps, including SOW, RFP/RFQ and general procurement and contract oversight
* Ability to troubleshoot, innovate and problem-solve
* Proficiency with personal computers including Microsoft Office Suite, Teams, and SharePoint
* 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 environmental policy management, water, wastewater or solid waste facilities development, operations or planning (education may be substituted for experience).

Preferred Education:

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

**Special Requirements:**

Operator certification in water/wastewater desired. Utility 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.

*RCAC is an equal opportunity employer and considers all employees and job applicants without regard to race, religion, color, gender, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or marital status, or any other status protected by law. RCAC strives to reflect the diverse constituencies that the organization serves.*