

**Eastern Panhandle Regional Planning and Development Council – Region 9
NON-PROFIT PROJECT MANAGER
Salary: \$75,000**

This is a contractual position and does not include benefits.

FLSA: Not Applicable; Contractual

GENERAL DEFINITION OF WORK:

Professional position responsible for the coordination of Region 9 non-profit projects, programs, and grants. *Primary areas of focus shall be K-12, higher education, youth programming, workforce development, and humanitarian projects as defined within the scope of the Region 9 Comprehensive Economic Development Strategy.* Position performs at the highest level of competency with minimal supervision. Direction is provided by the Executive Director.

ESSENTIAL FUNCIONS/TYPICAL TASKS:

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position to support the ongoing needs of the organization.

- Develop and administer foundation, state and federal grants
- Develop fiscal and programmatic reports for funding agencies
- Responsible for the documentation and coordination of all projects, programs and grants
- Assist in the planning process and provide annual updates to the Comprehensive Economic Development Strategy
- Assist in creating long- and short-term plans, including setting targets for milestones and allocating resources for local/regional non-profits; assist in developing sustainable funding
- Research foundation, state and federal grant and loan programs available for local non-profits
- Provide assistance to non-profits with project identification and development
- Attend public meetings as necessary or assigned
- Prepare clearinghouse review letters, letters of support and requests of proposals when needed
- Develop and produce correspondence, minutes and resolutions
- Develop and maintain working relationships with State and local agencies, private and corporate foundations, as well as local media
- Collect and analyze project specific data
- Coordinate and facilitate public information and education activities associated with projects
- Attend training workshops when pertinent to position
- Report to local officials with respect to project status and program efficacy

- Perform related tasks as required

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of agency programs, projects, policies and procedures; state and federal grant programs, guidelines, regulations, compliance and requirements. Extensive experience working with family and corporate private foundations. Possess the ability to prioritize and organize work to manage multiple responsibilities. Must possess the ability to communicate ideas effectively both orally and in writing; and to establish and maintain effective working relationships with staff members, local, state and federal agencies, elected officials, private foundations, and the general public. Must be proficient in Microsoft Office applications

EDUCATION AND EXPERIENCE:

Bachelor's Degree preferred, or any combination of post-secondary education and prior work experience related directly to the duties of the position. Skills such as research, outlining, editing, revising, spelling and grammar, and organization are critical components of this position.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires reaching, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate valid driver's license

Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks.

HOW TO APPLY:

Send a cover letter, resume, and writing sample to Rachel Snavely at rsnavely@region9wv.com. Applications that do not include a writing sample shall not be considered. Writing samples should not exceed five pages in length.

No applications submitted after Thursday, March 23, 2023 by 2PM shall be considered.