



Program Manager Job Description

Updated December 2019

Exempt Employee (1.0 FTE)

Hiring Range: \$42,500 - \$52,500

Summary

Rural Development Initiatives, Inc. invites applications for the position of Program Manager. RDI is a national leader for rural community economic and leadership development, serving the Pacific Northwest states of Oregon, Washington, and Idaho, and beyond. Our programs are nationally recognized and continue to be on the forefront of innovative community-driven strategies and solutions for rural communities.

This position will principally deliver RDI's renowned rural leadership development curriculum and economic vitality services throughout the Pacific Northwest with a predominant workload in Washington state. You will work with rural community members as they strive to create economic vitality and resiliency in their region. Provide hands-on leadership and program management, you will act as liaison, coordinator, facilitator/trainer, and primary contact to assess needs and opportunities and develop proposals for RDI services. This position includes a wide range of responsibilities from program design to budgeting, stakeholder relations, participant recruitment, service implementation, and evaluation.

Essential Duties

Cultivate local rural community leadership and mobilize these local leaders to strengthen the social and economic vitality within their rural communities through the following activities:

- Assess needs, priorities, and opportunities for community and economic development, as well as identify opportunities to deliver RDI technical assistance, programs, and/or capacity building services that address community priorities and needs.
- Work alongside community representatives as a partner and mentor to adapt, organize, facilitate and implement economic vitality and leadership efforts inclusive of the diversity that makes up rural communities.
- Create partnerships with culturally specific organizations (i.e., Tribal, Latino, Youth, low income) to seek mutual resources, enhance their work, and effectively serve the diversity of people in rural communities.
- Establish and maintain working relationships with key partners.
- Cultivate and support local teams to address a variety of issues including entrepreneurship, downtown revitalization, small business development, and business retention and expansion.
- Identify emerging trends and opportunities to deliver technical assistance or capacity building services to address a community's priorities and needs, market RDI services, negotiate and create contractual agreements with community leaders, and assist with identification and garnering resources needed to support the work.
- Co-design and co-develop customized services and programming using asset-based approaches and other community economic development best practices.
- Gather, analyze, and distribute secondary research and analysis of local, regional, and state level community economic data.
- Organize, facilitate, and mentor local leaders through community building processes using dynamic and creative strategies of community organizing that catalyzes people toward taking action.
- Conduct and implement programmatic evaluation plans including tracking outcomes, participants' feedback, and program adaptations.



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- Work effectively as part of a virtual team to move RDI's mission forward.
- Perform other duties as assigned.

General Duties

- Participate in internal strategic planning.
- Moderate or co-facilitate staff meetings as assigned.
- Maintain RDI's core organizational competencies as outlined in the Employee Handbook.
- Follow RDI's financial project management guidelines outlined in the Employee Handbook as appropriate to the position.
- Contribute to RDI's welcoming culture by treating others with respect and valuing their uniqueness.
- Embrace and commit to RDI's efforts to advance diversity, equity, and inclusion within the organization.
- Contribute to a diverse, collaborative team environment and promote inclusion and cultural responsiveness at RDI and in the communities we serve.

Key Qualifications and Skills

- A personal understanding of the opportunities and challenges facing rural communities in the Pacific Northwest and a passion for work that results in vital rural economies.
- A savviness of and belief in the capacity of local rural community people to understand the complexity of their own community situations and to work together to design and implement successful place-based initiatives.
- Three years of direct experience in community or economic development, or five years of related experience that reflects an understanding of the opportunities and challenges facing rural communities.
- A bachelor's degree in an area related to economic and community development. A master's degree is preferred.
- Outstanding ability to explain, teach, facilitate, and coach. Strong skills in experiential training and dynamic delivery. Training design experience is a plus.
- Strong interpersonal skills with proven conflict resolution and negotiation skills.
- Ability to quickly read the local landscape in communities and offer some easily implemented action steps.
- Excellent relationship-building qualities and comfort in connecting with community leaders, external stakeholders, partners, and funders.
- Self-starter with an entrepreneurial and creative spirit, a high level of initiative, attention to details, and thorough follow-up skills.
- Strong project management, organization, time-management and multi-tasking skills; adept at prioritizing workload to meet deadlines/goals.
- Excellent personal and verbal communication skills: a professional and friendly style, polite and polished in person, on the phone, and via email.
- Ability to communicate effectively with individuals from diverse backgrounds and cultures.
- Bilingual (Spanish) a plus.
- Expertise using Microsoft Office (Outlook, Word, Excel, PowerPoint, Publisher), SurveyMonkey, navigating the internet, and fluency with current technology and training tools.
- Reliable transportation, clean driving record, and ability to drive in all weather conditions.



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Work Environment

- The location of this position is flexible within the Pacific Northwest. Relocation expenses within the Pacific Northwest may be an option.
- Significant travel is required throughout the Pacific Northwest, predominantly in Washington. Proximity to airport or major highway is desired.
- Hours include evening and weekend work; up to two weekends per month during peak delivery season. Work hours during the week may be modified to balance workload.
- Duties may occasionally require long days to meet project deadlines.
- Must be able to comply with our Youth Protection Policy including background screening.
- May require the ability to bend, push, pull, grasp, and lift up to 30 pounds.

What We Offer

- A robust benefit package providing health, vision, and dental insurance
- Company contribution to your 401K account (after six months)
- Generous PTO policy and ten paid holidays
- AAA membership
- Great office space if you work out of our Eugene headquarters, or a home office setting otherwise.

Application Process

Deadline for application is 8 am, Friday, February 7, 2020.

Please submit:

- Cover letter
- Resume

(Incomplete applications will not be considered.)

Email to: hr@rdiinc.org

Mail to:

Human Resources
Rural Development Initiatives Inc.
150 Shelton-McMurphey Blvd, Ste 201
Eugene, OR 97401

RDI is an equal opportunity employer that values diversity of all kinds. We believe that organizational behavior can disproportionately impact the most marginalized people in society. It is our policy to ensure that all individuals are treated equally without regard to age, color, disability, gender, marital status, national origin, religion, sexual orientation, expression, gender identity, or veteran status. RDI strongly encourages applications from people with these identities or who are members of other marginalized communities to ensure that all are given every opportunity to succeed.



Rural Development Initiatives is an Equal Opportunity Employer.