



Program Manager Job Description

Updated December 2018

Non-exempt Employee (1.0 FTE)

Salary Range: \$45,000 - \$65,000

Reports to the Director of Economic and Policy Services

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, Idaho, and beyond. Our programs are nationally recognized and continue to be on the forefront of innovating community-driven strategies and solutions for rural communities. This position will principally deliver economic services primarily in Oregon but ultimately provides community development services throughout the Pacific Northwest. Position location is negotiable within Oregon; priority regions are Central Oregon and the South Willamette Valley. Successful program managers design, facilitate and/or co-deliver a variety of Economic Vitality programs focused on moving communities to action and creating healthy business and economic development ecosystems. You will work with and walk beside community members as they create economic vitality and resiliency in their communities and regions. Providing hands-on leadership and program management, you will act as a liaison, coordinator, and advocate for rural issues, policies, and economic opportunity. The position includes a wide range of responsibilities from program design, budgeting, stakeholder relations, fund development, evaluation, and overall implementation of RDI's Strategic Plan.

Essential Duties

Apply a strong understanding and familiarity with rural community and economic environments to organize and galvanize rural people to strengthen the economic and social vitality of rural places in the Pacific Northwest through the following activities:

- Assess needs, priorities, and opportunities for community and economic development within the Pacific Northwest region and identify opportunities to deliver RDI deliver technical assistance, programs, or capacity building services that address community 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.
- Work alongside community representatives as a partner and mentor to adapt, organize, facilitate and implement economic vitality efforts in a variety of cultural settings with consideration their preferred cultural norms including social greetings, family conventions, dietary preferences, welcoming culture, healing beliefs and spiritual needs.
- Cultivate and support local teams to address a variety of issues including entrepreneurship, downtown revitalization, small business development, and business retention and expansion.
- 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.



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- Conduct and implement programmatic evaluation plans including tracking outcomes, participants' feedback, and program adaptations.
- Work effectively as part of a virtual team to move RDI's mission forward.
- Perform other duties as assigned.

General Duties

- 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.
- A minimum of 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 facilitate, explain, and coach and a dynamic delivery style.
- 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; skilled 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.
- Flexibility and adaptability.



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Work Environment

- Home office setting is an option.
- Significant travel is required throughout the Pacific Northwest, predominantly in Oregon. Reliable transportation and clean driving record is required.
- Hours include occasional evening and weekend work; up to one weekend per month on average.
- Duties may occasionally require long days to meet project deadlines.
- Must be able to comply with our Youth Protection Policy including background screening.

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 Eugene) or a home office environment

Application Process

Deadline for application to be received is 8 am, Wednesday, January 9, 2019.

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

Fax to: 541.684.8993

