



Program Manager Job Description

Updated April 2021

Exempt Employee (1.0 FTE)

Hiring Range: \$45,000 - \$55,000

Reports to the Director of Economic Vitality Services

Job Purpose

This position will principally deliver services in Oregon and Washington. Successful program managers design, facilitate and/or co-deliver a variety of Community and Economic Vitality programs focused on moving communities to action and creating healthy business and economic development ecosystems. The work includes a wide range of responsibilities from program design, budgeting, stakeholder relations, fund development, evaluation, and overall implementation of RDI's Strategic Plan.

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.

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:

- Co-design, develop, and deliver customized services, support, and programming using asset-based approaches and other community economic development best practices that support grassroots community and economic planning and produce actionable results.
- Cultivate and support local teams to address a variety of issues including community economic recovery planning and system change, financial literacy, entrepreneurship, downtown revitalization, small business development, and business retention and expansion.
- Organize, facilitate, and mentor local leaders through community building processes using dynamic and creative strategies of community organizing that catalyzes people toward taking action.
- Assess needs, priorities, and opportunities for community and economic development within the Pacific Northwest region and identify opportunities to deliver RDI technical assistance, programs, or capacity building services that address community priorities and needs.
- Support RDI's commitment to creating more just, equitable, diverse and inclusive rural economies through program design, adaptation, and partnership.
- Gather, analyze, use, and distribute secondary research of local, regional, and state level economic data.
- Design, conduct, and implement programmatic evaluation plans including tracking outcomes, participants' feedback, and program adaptations.
- Market RDI services, negotiate and create contractual agreements with community leaders, and assist with identification and garnering resources needed to support the work.
- Work effectively as part of a virtual team to move RDI's mission forward.



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Administrative and 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 justice, 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.
- Moderate or co-facilitate staff meetings as assigned.
- Participate in internal strategic planning.
- Perform other duties as assigned.

Key Qualifications and Skills

- A minimum of three years of direct experience in community planning or community/economic development, or five years of related experience that reflects an understanding of how to work effectively with rural communities and to support grassroots planning efforts.
- A bachelor's degree in an area related to economic and community development, planning, project management, non-profit management, or similar. A master's degree is preferred.
- 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.
- Self-starter with an entrepreneurial and creative spirit, a high level of initiative, attention to details, and thorough follow-up skills.
- Strong project management experience and skills, organization, time-management and multi-tasking skills; skilled at prioritizing workload to meet deadlines/goals.
- Strong interpersonal skills with proven conflict resolution and negotiation skills, with an ability to connect to a wide range of stakeholders of different positions and backgrounds.
- Excellent verbal and written communication skills: a professional and friendly style, polite and polished in person, on the phone, and via written documents.
- Outstanding ability to facilitate, explain, and coach, plus a dynamic delivery style.
- Ability to quickly read the local landscape in communities and offer some easily implemented action steps.
- Ability to communicate effectively with individuals from diverse backgrounds and cultures.
- Expertise using Microsoft Office (Outlook, Word, Excel, PowerPoint), Zoom, SurveyMonkey, navigating the internet, and fluency with current technology and training tools.
- Flexibility and adaptability.
- Bilingual (Spanish) and Bicultural (Latinx and or Tribal) a plus.



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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 to ensure connection to rural people.
- Significant travel is required throughout the Pacific Northwest. Proximity to airport or major highway is desired. Reliable transportation and clean driving record is required.
- Hours often include evening and weekend work. Work hours during the week may be modified to balance workload.
- Duties may occasionally require long days to meet project deadlines.
- Home office setting is required.
- 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 35 pounds.

What We Offer

- A robust benefit package providing health, vision, and dental insurance
- Company contribution to your 401K account (after six months)
- Generous Paid Time Off (PTO) policy and ten paid holidays
- AAA membership

Application Process

Deadline for application to be received is 8 am, Monday, May 17, 2021.

Please submit:

- Cover letter
- Resume

(Incomplete applications will not be considered.)

Email to: hr@rdiinc.org

Mail to:

Human Resources
Rural Development Initiatives Inc.
91017 S. Willamette Street
Coburg, OR 97408

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.