



Northern Border Regional Commission

Location: This is a fully remote work from home position. Candidates may be based anywhere within NBRC's territory (Maine, New Hampshire, New York & Vermont)

Position Title: Program Coordinator

Supervisor: Director of Programs and Partnerships

Travel Requirements: Periodic travel within the NBRC's territory for stakeholder, staff and Commission meetings.

POSITION SUMMARY

The Program Coordinator has the primary responsibility of maintaining essential functions related to competitive grant rounds (preapplication and application review, program calendar, funding accounts, operational coordination) and acting as a support to the Director of Program and Partnerships through the coordination of other partnership programs. The role will work collaboratively with NBRC staff, focused on the deployment of federal funds for all NBRC grant programs, as well as the successful ongoing relationships and transactions with both state and federal agencies.

ROLES AND RESPONSIBILITIES

The Program Coordinator will be engaged throughout the entire grant-making cycle with the primary responsibility of assisting the Director of Programs and Partnerships and coordinating activities among the Programs and Partnerships team (PPT). The Program Coordinator will maintain a focus on identifying opportunities to increase efficiency, workflow and team collaboration. The grant lifecycle is a critical function of NBRC, and the Programs and Partnerships team hold the responsibility for program outreach, pipeline development, pre-applicant and applicant management, resource development and coordination with member states during the eligibility and selection process.

Competitive Grant Programs:

- Collaborative work with Director of Programs and Partnerships to provide strategic, grant-focused information ensuring alignment with funding and organizational goals on an annual basis.
- Coordination with member states and regional entities to support project development inquiries region wide.
- Assist the Director, PPT, and Communications team in the development of program year calendar, ensuring key dates are met for the preparation and release of annual grant materials.
- Provide technical assistance to potential pre-applicants and applicants on the use of NBRC's grant management system (GMS) software.
- Coordinate with the PPT to schedule and conduct programmatic information sessions for state partners and grantees.
- Assist with pre-application and application intake, review and scoring, and transmittal of same to State Program Managers.
- Assist and support the transfer and staging of final selected applicants to the Finance and Evaluation Team, acting as a key point of contact and aligning workflow functions.
- Understand program nuances and alignment, such as Economic Development Administration (EDA) and US Department of Agriculture (USDA) funds and their integration into NBRC programs.

- Coordinate documentation of awards and support the Director and Executive Director in preparation for Commission award selection meeting.
- Engage with the PPT in outreach to understand areas of under-investment and make recommendations for investment targets in subsequent grant rounds.

Program and Partnership Team Support:

- Facilitate internal communication to ensure a smooth and efficient workflow.
- Under the supervision of the Director, maintain the program team calendar and communicate scheduling updates.
- Be part of NBRC's Grants Management Systems (GMS) team, who are collectively responsible for identifying and implementing GMS improvements in coordination with leadership.
- Optimize workflow within the GMS to automate and streamline processes such as pre-application and application intake, review and scoring and award processing.
- Utilize the GMS test environment to better understand workflows, forms, and system upgrades before deployment, and provide technical assistance for internal teams, external applicants, state and regional partners.

REQUIRED SKILLS AND EXPERIENCE

The ideal Program Coordinator candidate will have experience and an understanding of federal grant administration processes and requirements, with a curiosity about topics in infrastructure and community and economic development. The ideal candidate will have 3-5 years' prior experience in a relevant field and possess the following skills:

- Superior judgment and demonstrated leadership skills and abilities to negotiate effectively with parties who have competing interests and constraints.
- Team-oriented, and thrives in a collaborative, yet fully remote work environment.
- Experience in federal grant management, federal rules and regulations, and the federal grant-making lifecycle.
- Experience in Salesforce, Grants Management System(s), and Microsoft Office; primarily Excel, Planner, and SharePoint.
- Flexibility and versatility: Provides rapid response to varying, often time-pressured assignments; possesses the ability to move quickly between complicated issues, while also ensuring attention to detail and providing excellent customer service to NBRC's applicants and partners.
- Ability to understand new areas quickly and thoroughly, to develop new concepts and ways of approaching difficult problems, and to reason logically from the facts available.
- Ability to translate complex data into user-friendly reports for both internal and external audiences.
- Possesses superior skills in synthesizing voluminous materials, and in presenting ideas, conclusions, and recommendations clearly and effectively, both orally and in writing.
- Ability to communicate with a diverse group of individuals.

This is a full-time role, defined as 40 hours/week. The hiring range for this role is \$70,000 - \$80,000 depending on the skills and experiences of the successful candidate (for internal equity, NBRC cannot engage in salary negotiations outside of this range). This position is benefits-eligible, and the position is eligible for annual salary increases based on cost-of-living adjustments and/or merit.

To apply: Please submit a cover letter and resume to Deputy Director, Molly Taflas (mtaflas@nbrc.gov) Please *do not* include photos or social media links with your application materials.

This job description is intended to provide general information about the position. It is not an employment contract and is not intended as a complete list of all job roles and responsibilities. The incumbent may be required to perform other roles and responsibilities. As with all positions, the

responsibilities, roles, and requirements of this job may change. The organization, at its discretion, may alter this job description at any time with or without notice.

Equal Employment Opportunity Statement:

The NBRC is an Equal Opportunity Employer. The NBRC does not discriminate against any employee or applicant for employment on the basis of actual or perceived race, color, creed, religion, sex or gender (including pregnancy, childbirth, related medical conditions and lactation), gender identity or gender expression (including transgender status), sexual orientation, age, disability, national origin, ancestry, citizenship status, military service and veteran status, genetic information or other characteristics protected by applicable federal, state, or local law or ordinances. The NBRC is dedicated to ensuring the fulfillment of this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.