



# Northern Border Regional Commission

**Location:** Anywhere within NBRC's territory (Maine, New Hampshire, New York & Vermont)

**Position Title:** Program Manager

**Supervisor:** Program Director

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

## POSITION SUMMARY

The Program Manager supports the Program Director, and works collaboratively with NBRC staff, to manage the NBRC's flagship grant program: State Economic & Infrastructure Development (SEID). The SEID program has grown significantly in recent years, and in 2021 deployed \$18.6 Million to economic development projects across the four NBRC States.

This position is able to be based anywhere within the NBRC's territory States (Maine, New Hampshire, New York, or Vermont), with periodic in-territory travel for stakeholder, staff, and Commission meetings.

## ROLES AND RESPONSIBILITIES

Program Manager primary responsibilities include:

### **Grant Round Preparation & Launch:**

- Develop and refine SEID informational and compliance materials annually.
- Liaise with the NBRC's research partners to update annual county-level distress criteria.
- Liaise with NBRC legal counsel and other Federal resources and partners to ensure that grant and program materials comply with current Federal regulations.
- In collaboration with the Program Director, support NBRC State Program Managers with project development inquiries.
- Develop promotional and communication strategy in advance of annual grant round. Work with Program Director and Executive Director to identify resources for external support in this area, as needed.
- Ensure SEID grant application is loaded and updated in the NBRC's grant management software.
  - Provide technical assistance to grantees and potential grantees on the use of the NBRC's grant management software.

### **Post-Application:**

- Support Program Director by coordinating SEID applicant eligibility review.
- Coordinate transfer of applications to NBRC State partners for review and scoring, and support State-based scoring teams by answering questions and reviewing and communicating regulations and NBRC policies.
- Coordinate collection of missing applicant information.

## Post-Award:

- Coordinate documentation of awards and support Program Director and Executive Director in preparation for Commission award selection meeting.
- Prepare reports on program accomplishments and investments. Conduct analysis of current-year and past SEID awards with respect to geography and categories of investment.
- Engage in outreach to understand areas of under-investment, potential new Federal and OMB priorities, and make recommendations for program initiatives in subsequent rounds consistent with NBRC investment goals.
- Maintain contact with current grantees to identify areas of needed technical assistance, and work with Program Director and Senior Program Specialist to make resources available for assistance.
- Engage with completed projects in support of NBRC program evaluation efforts.

Additional tasks will include:

- Participate in the ongoing creation and maintenance of replicable administrative processes.
- Learn grant reimbursement and close-out procedures to provide support to reimbursement and close-out lead.

**Other tasks:** The Program Specialist will support other Commission functions as needed.

## REQUIRED SKILLS AND EXPERIENCE

The Program Manager will be an analytical team member with a curiosity about topics in economic development and more broadly. The ideal candidate will possess 3-5 years prior experience in a relevant field:

- Team-oriented, and enjoys a collaborative environment.
- Experience in grant management, and the grant-making lifecycle.
- Excellent judgment.
- Analytical ability, detail orientation, and experience in identifying and resolving difficult problems.
- Flexibility and versatility: Provides rapid response to varying, often time-pressured assignments; possesses the agility to move quickly between complicated issues.
- 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 synthesize voluminous materials, and to present ideas, conclusions, and recommendations clearly and effectively, both orally and in writing.
- Ability to organize and clearly present analyses and issues to support decision-making.
- Ability to handle high-stress & potentially confrontational situations in a calm and effective manner.
- Ability to communicate with a diverse group of individuals and groups.

The hiring range for this role is \$60,000 - \$70,000 / annually, depending on the skills and experiences of the successful candidate. This position is benefits-eligible.

**To apply:** Please submit a resume and cover letter to Rich Grogan, Executive Director, [rgrogan@nbrc.gov](mailto:rgrogan@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 race, religion, color, sex, gender identity, gender expression, arrest record, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment and personnel actions such as compensation, promotion, benefits, layoffs or terminations are decided on the basis of qualifications, merit, and business need.