



Northern Border Regional Commission

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

Position Title: Program Director

Supervisor: Executive Director

Travel Requirements: Travel to sites within NBRC territory (New York, Vermont, New Hampshire, Maine), and to other sites (e.g., Washington, DC) for professional development and occasional meetings is required.

POSITION SUMMARY

The Program Director works collaboratively with the Executive Director to develop and executive a vision for the shape and direction of NBRC's grant programs. The Director is responsible for leading continuous improvement efforts among NBRC's current programs, and for interpreting, shaping, and driving new program development. The Program Director directs and supervises the work of program-specific employees.

This position may be based anywhere within the NBRC's territory (Maine, New Hampshire, New York, or Vermont). Position will require travel (within the NBRC territory and occasionally to Washington, DC, or other locations for professional development activities), occasionally with short notice.

ROLES AND RESPONSIBILITIES

Programmatic Responsibilities:

- Aligns NBRC programs with strategic priorities including the establishment of objectives, goals, initiatives, performance indicators and metrics.
- Ensure that NBRC programs promote economic and community development consistent with State goals.
- Identify opportunities for program and process improvements.
- Interprets and implements public law, guidance from the Office of Management and Budget to address agency needs as they pertain to grant administration.
- Directs strategy for NBRC interactions with grant applicants and recipients.
- Coordinates with NBRC leadership and staff to create new NBRC grant programs, applications, grantee benchmarks, and reporting requirements.
- Develop and execute a process to allow for the evaluation of all grant applications under consideration by the NBRC.
- Maintain and direct continuous improvement of NBRC grant management software.
- Directs and supervises monitoring and compliance activities for grant awards: Ensuring that grantee reports are updated, reimbursement requests are eligible, and grant funded projects are progressing and can be closed within the agreed period.

Planning, Coordination, and Promotion Responsibilities:

- In collaboration with the Executive Director, develop and execute a strategy to maximize the impact of Local Development Districts to strengthen application development, award implementation, and follow up.
- Oversees Grantee award administration activities by the LDDs.
- Reports on performance achievements and future program initiatives to promote accomplishments and advance NBRC goals.

- Conduct research and prepare statistical reports on success of NBRC's programs - further identifying the impact on the economic and demographic status of the region.
- Ensures that applications and related materials are easily and widely accessible to potential applicants.

Administrative Responsibilities:

- Supervisory duties to include: assigning and reviewing work; developing performance standard; rewarding, promoting and disciplining, approving leave; hearing grievances; identifying training requirements and supporting policies.
- Plan work to be accomplished by subordinates, set and adjust short-term priorities, and prepare schedules for completion of work.
- Create and maintain internal databases of contacts, grantees, equipment, and electronic files.
- Be responsible to update relevant content to the NBRC's website related to NBRC programs.
- Represent the NBRC at meetings in the four states where potential grant applicants, supporters, economic developers, and allied individuals might congregate.

Program Director grant lifecycle responsibilities include:

- Serves as a liaison with grant applicants and grant recipients.
- Coordinate (and in some cases provide) technical assistance to applicants and awardees throughout the grant lifecycle.
- Attend (in coordination with other NBRC and State staff) annual outreach sessions in-States.
- Customer service and troubleshooting for projects, payments, processing and other situations as they present themselves.

Other tasks: The Program Director will support other Commission functions as directed by the Executive Director.

REQUIRED SKILLS AND EXPERIENCE

The Program Director will be an energetic and analytical team member with a demonstrated mastery of economic development policy and practice in the NBRC's territory. The ideal candidate will hold a Master's degree and 10+ years prior experience in a relevant field:

- Demonstrates superior analytical ability and progressively responsible and effective experience in identifying and resolving difficult problems. Superior skills and ability to apply these techniques and resources to analysis of assigned areas.
- The incumbent has mastered flexibility and versatility, providing rapid response to varying, often time-pressured assignments; and possesses the ability to move quickly into complicated issues.
- The incumbent has mastered the 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; demonstrates initiative and creativity in relating developments in the assigned program areas to overall policy and in identifying problems and issues (existing or potential).
- Possesses superior skill in synthesizing voluminous materials, and in presenting ideas, conclusions, and recommendations clearly and effectively, both orally and in writing.
- Ability to conduct hearings, conferences and meetings.
- Ability to organize and present complex analyses and issues quickly and coherently to support organizational decision-making.
- Significant experience in the grant-making lifecycle.
- Significant experience with Federal grant forms (e.g., SF-270 & SF-424).

- Possesses superior judgment and demonstrated ability to negotiate effectively with parties who often have different, competing interests, and constraints.
- 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.
- Experience with construction & project management.
- Self-directed, and comfortable working in a hybrid/virtual team environment.
- Experience working with individuals at various levels of sophistication and expertise with respect to the grant process.

To apply: Please send a resume and cover letter to Rich Grogan, Executive Director, rgrogan@nbrc.gov

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.