

**Program Manager**  
**Foothills Regional Commission**

**General Statement of Duties**

The Foothills Regional Commission (FRC) is seeking a dynamic and qualified professional for the position of **Program Manager** in the Community and Economic Development Department. Responsibilities include providing technical assistance to units of local government in the Foothills region (Polk, Rutherford, McDowell, and Cleveland Counties) regarding matters such as economic development planning and projects, infrastructure, land use planning and zoning, affordable housing, transportation, research and data analysis, strategic planning, and grant development, writing, and management. The candidate must possess excellent writing skills and be proficient in project management or have a willingness to learn. Work requires independent judgment and initiative.

**Select Duties and Responsibilities**

- Conducts, presents, and participates in regional economic and community development projects and activities
- Tracks federal and state grant opportunities, and engages with FRC member governments on pertinent opportunities
- Prepares or assists with federal and state grant applications for FRC and FRC member governments
- Provides technical assistance to county and municipal staff and elected officials
- Leads or facilitates public meetings within the context of project work
- Gathers and analyzes relevant data on community and economic development issues according to state and local ordinance requirements and drafts reports
- Performs related duties as required

**Knowledge, Skills, and Abilities**

- Willingness and a curiosity to learn
- Critical thinking and time management skills
- Ability to work independently
- Ability to communicate effectively in-person, virtually, and in **writing**
- Ability to establish and maintain effective and productive working relationships with public officials, governmental staff, co-workers, and the public
- Proficiency with Microsoft Office Suite and Zoom or similar virtual meeting software

- Demonstrated ability to prepare written reports and emails, often of a technical nature
- Knowledge and experience of the following preferred but not required:
  - EDA, HUD, USDA, ARC and/or other Federal and State economic and community development grant programs
  - Ability to administer project funds from contract sign-off to close-out, including generating invoices, supporting documentation, progress reports, compliance, and final reports
  - Geographic Information Systems (GIS) experience

### **Desired Education and Experience**

Bachelor's degree from an accredited four-year college or university with a major emphasis in public administration, planning, business administration, economic development, or related field is required. Master's degree preferred but not required. 2-3 years' experience in an economic development organization, non-profit organization, or a municipal, county, or regional government is preferred, or an equivalent combination of education and experience.

Salary will be based on qualifications and experience, but the expected starting range is **\$43,144 to \$53,929 with extra consideration for preferred qualifications**. Excellent benefits package includes health, dental, vision, 401k, and NC local government pension. Work is performed primarily in an office environment, with the potential to work remotely once or twice per week, depending on the organization's requirements.

Send cover letter, resume, and references to James Ayers at [jayers@foothillsregion.org](mailto:jayers@foothillsregion.org). The position will remain open until filled.

### **Foothills Regional Commission is an Equal Opportunity Employer.**

All qualified applicants will receive consideration for employment without regard to race, religion, color, sex, sexual orientation, gender identity, handicap or national origin.