**PROGRAM MANAGER**

**General Statement of Duties**

The Foothills Regional Commission (FRC) is seeking a qualified professional for the position of **Program Manager** in the Community and Economic Development Department. This role includes management of key initiatives serving local governments such as land use planning & zoning, economic development projects, affordable housing, transportation, research and data analysis, strategic planning, and grant development, writing, and management. The successful candidate should possess excellent writing skills and be proficient in project management or have a willingness to learn. Work requires independent judgment and initiative.

**Desired Education and Experience**

Bachelor’s degree from an accredited four-year college or university with an emphasis in public administration, planning, business administration, economic development, or related field is required. Master’s degree preferred but not required. Experience with Federal or State economic and community development grant programs 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 on occasion.

Send cover letter, resume, and references to Alan Toney at atoney@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.