

The **Grants Senior Project Manager** will manage economic and community development grants, provide technical assistance, and serve as a liaison for grants services to local governments throughout the six-county South Carolina Appalachian Region.

Organization: Appalachian Council of Governments (ACOG)

Department: Grants Services

Position: Grants Senior Project Manager

Description

The Grants Senior Project Manager is under the direct supervision of the Grants Services Director and the general supervision of the Executive Director. Areas of responsibility include economic and community development projects and community liaison functions related to the position.

Responsibilities

Project Management

- Responsible for the management and leadership of employees, including the development of skills, delegation of work, and oversight of work product. Ensure progress is being made on grant department work activities.
- Supervise the development and implementation of growth management, economic development, housing, facilities, or other plans and codes to meet the jurisdictions' needs and any inter-governmental agreements or requirements. Supervise and administer community development programs and services pursuant to adopted plans, regulations, and budgets.
- Administer Community Development Block Grant (CDBG), Rural Development, Appalachian Regional Commission (ARC), Coordinating Council for Economic Development (CCED), Jobs-Economic Development Authority (JEDA), and other state and federal grant programs as necessary.
- Prepare, write, and administer grant applications related to economic and community development.
- Prepare graphics, charts, tables, promotional materials, and website updates for economic and community development activities.
- Assist local governments in the development of short and long range economic and community development plans, gather information on applicable grant programs, and coordinate activities with other departments and agencies as needed.

Community Liaison

- Respond to requests for information for economic and community development purposes. Respond to local government officials and employees inquiring about local economic and community development activities and opportunities.
- Monitor local, state, and federal legislation and regulations relating to economic and community development, and report findings, trends, and recommendations to supervisor.
- Provide technical and professional assistance. Make presentations to public officials, supervisors, boards, commissions, civic groups, and the general public. Provide information on economic and community development issues, programs, services, and plans.
- Conduct needs assessments for local governments, including public hearings. Prepare needs assessment documents.
- Serve as a liaison between the local government and the chamber of commerce, merchants' associations, economic development districts, redevelopment agencies and other public, private, or nonprofit groups and associations interested in economic and community development.
- Attend professional development workshops and conferences to keep abreast of trends and developments in the field of grant development and administration.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Activities, duties, and responsibilities may change at any time with or without prior notice.

Knowledge, Skills, and Abilities

Knowledge

- Microsoft Office software programs and ability to learn new computer software
- Possess thorough knowledge of economic and community development
- Understanding of planning programs and processes

Skills

- Use tools such as computers, projectors, and video conferencing

Abilities

- Possess strong communication skills, both oral and written, and the ability to develop good working relationships at various levels
- Prepare and analyze comprehensive and technical reports and data

Qualifications

- (A) Bachelor's degree in urban planning, public administration, economics, political science, or a related field, and
- (B) Five (5) years of related experience; or
- (C) Any equivalent combination of education and experience.

Salary Range and Benefits

- Pay Grade 14 with a salary range from \$54,811 - \$82,817
- Appalachian Council of Governments is a member of the South Carolina State Employee Health Insurance and Retirement Programs
- Twelve paid holidays and paid annual and sick leave included with benefits

Application deadline: April 18, 2022

Please mail or email cover letter and resume to:

Arlene Young
Appalachian Council of Governments
30 Century Circle
Greenville, SC 29607
ayoung@scacog.org