



Grants Program Specialist (2 positions)

Position Profile

Accepting inquiries from August 31 – September 11

About Southeast Crescent Regional Commission (SCRC)

The Southeast Crescent Regional Commission (SCRC) is one of several federal regional commissions designed to address economic distress and regional inequality in seven states: Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, and Virginia. Serving 428 counties, SCRC invests in the region's economic development through grant programs, conducting research, and creating income-producing opportunities – all to help communities address economic disparity and advance prosperity, rising above persistent poverty and limited infrastructure.

SCRC primarily operates through grant programs and cooperative agreements, to include the State Economic and Infrastructure Development (SEID) program. SEID grants fund projects led by local governments, nonprofits, and other community organizations. The Commission is led by a Federal Co-Chairperson (appointed by the President and confirmed by Congress) and Governors from the participating states. SCRC became fully operational in 2022 after leadership was established.

SCRC plays an important role in reducing regional disparities, supporting long-term economic growth, and helping communities in the Southeast become more competitive and resilient.

MISSION

The mission of SCRC is to help create jobs, build communities, and improve the lives of those who reside in the 428 counties within the seven-state region. To accomplish this, SCRC works to:

- Create jobs and support business development
- Improve infrastructure (such as water systems, transportation, and broadband)
- Expand access to healthcare and essential services, and
- Strengthen workforce training and education opportunities



OUR FOCUS AREAS

Critical Infrastructure: Expanding water, sewer, and transportation systems. Over 40% of SEID grants target basic infrastructure.

Workforce Development: Preparing workers for high-demand careers through training programs and community college partnerships.

Business & Economic Growth: Supporting entrepreneurs with capital access, technical assistance, and catalytic investment.

Health & Community Resilience: Expanding access to healthcare, housing, and environmental resources.

INVESTMENT METRICS

137 Total Projects
\$53.34M SCRC Awards
\$99.9M Matching Funds
\$102.5M Total Project Costs

POSITION SUMMARY

Two positions will be hired under this advertisement. In this role, you will be responsible for overseeing the overall grant process, from application submission to project completion. This includes ensuring compliance with federal regulations, monitoring project progress, and maintaining clear communication with grantees. You will also contribute to improving grant management systems and processes to support SCRC's expanding operations. You may also be responsible for maintaining and implementing programs.

KEY RESPONSIBILITIES

Program Management

- Align programs with strategic priorities, establishing objectives, performance indicators and metrics.
- Promote economic and community development with programming that aligns with State priorities.
- Use the established evaluation mechanisms that will be used to celebrate successes and to identify opportunities for program and process improvements.



- Collaborate with State Program Managers and Local Development Districts to ensure timely completion of projects and technical assistance to current and future grant applicants.
- Collaborate with staff in the creative development of new grant programs and the associated applications, grantee benchmarks, and reporting requirements.
- Ensure effective communication with grant applicants and grant recipients.
- Implement fair and transparent processes and procedures for evaluating grant applications.
- Coordinate or provide technical assistance to applicants and awardees throughout the grant lifecycle.
- Provide customer service and troubleshooting for projects, payments, processing, and other situations as needed.
- Evaluate availability of program and grant applications and implement strategies to increase accessibility of SCRC programs.

Compliance and Monitoring

- With guidance from the Director of Grants and Programs and Grants Manager, interpret and implement public law and guidance from the Office of Management and Budget, address compliance and reporting requirements as well as other agency needs related to grant administration.
- Collaborate with the Director to develop processes to remind awardees of reporting requirements and other compliance-related communications.
- Meet requirements for monitoring and compliance activities for awards, ensuring that progress and financial reports are complete and received when due, reimbursement requests are eligible, and funded projects are progressing and can be closed within the agreed upon period.
- Alert the Director of any issues or challenges that may impact task and/or project completion.
- Conduct research and prepare statistical reports on program successes, highlighting the impact on the economic and demographic status of the region.

REQUIRED QUALIFICATIONS

Education and Experience

- Bachelor's degree from an accredited institution of higher learning is desired but not required.
- Two (2) or more years of experience in program management, grants management, or a related field is required.



- Experience with the grant-making lifecycle is necessary, including experience with Federal grants.

Knowledge, Skills, and Abilities

- Display excellent verbal communication skills, to include the ability to speak publicly when needed.
- Display excellent written communication skills, to include drafting emails, memos and presentations.
- Ability to synthesize data and information, complete complex analyses, advise leadership, and coherently communicate recommendations to support organizational decision-making.
- Demonstrate data-driven decision making, conduct research, seek information, and connect with subject matter experts when faced with new or challenging issues where past experience or best practices may not be relevant.
- Demonstrate superior analytical ability and experience identifying and resolving difficult problems. Superior skills and ability to apply these techniques and resources to analysis of assigned areas.
- Be willing to adapt and be flexible when faced with changing priorities, tight deadlines, or rising issues.
- Possesses superior judgment and demonstrated ability to negotiate effectively with parties who often have different or competing interests and constraints.
- Handle high-stress situations in a calm, effective manner.
- Ability to communicate with diverse stakeholders and individuals with varying levels of sophistication and expertise with respect to the grant process.

Grants Program Specialists will report to the Director of Grants and Programs and work full-time, in person, at SCRC Headquarters located in Columbia, South Carolina.

PREFERRED QUALIFICATIONS

- Experience in economic development, community development, or regional program administration.
- Experience working with federal, state, or nonprofit grant programs.

COMPENSATION

The salary range for these positions is \$60,000 - \$67,000. The Commission offers comprehensive benefits to complement the salary provided to staff.



TO APPLY

Interested candidates should send a cover letter and resume to jhaflich@scrc.gov with the subject line: **Grant Specialist candidate**. The position profile can be found on the Southeast Crescent Regional Commission's (SCRC) website at www.scrc.gov/About/careers and will remain open until September 11 at 5:00 p.m. Applications will be reviewed upon receipt by SCRC. Candidates must meet the qualifications listed above to be considered.

Questions about the role should be directed to Sylvia Frierson at sfrierson@scrc.gov.