

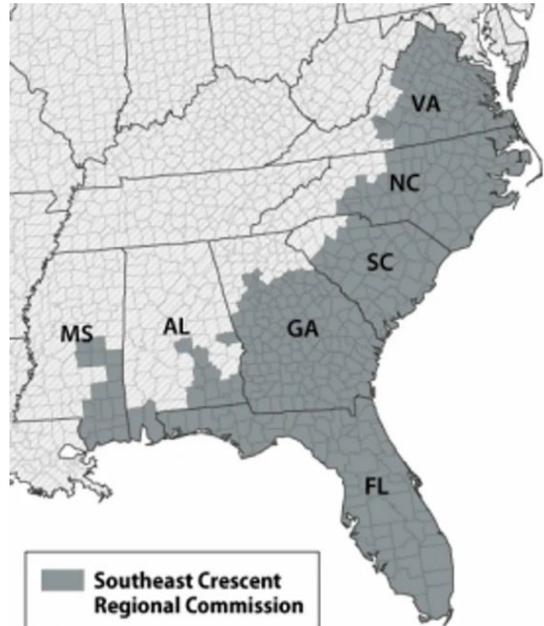
# Southeast Crescent Regional Commission (SCRC) Director of Grants and Programs Position Profile



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## About Southeast Crescent Regional Commission (SCRC)

The Southeast Crescent Regional Commission (SCRC) is a regional economic development agency representing a partnership of federal, state, and local governments. SCRC promotes and encourages economic development in areas of Alabama, Georgia, Mississippi, North Carolina, South Carolina, Virginia, and all of Florida. The Commission was established by an act of Congress in 2008 and became active in 2021 after the confirmation of the first Federal Co-Chair.



SCRC's mission is to help create jobs, build communities, and improve the lives of those who reside in the 428 counties and county equivalents of the seven-state region. SCRC invests in projects that support basic infrastructure, business development, natural resource preservation, recreation, and workforce/labor development.

Local participation is provided through multi-county local development districts (LDDs) or councils of government (COGs). SCRC invests in the region's economic DNA through grant making, publishing research, and encouraging income-producing opportunities which help communities seize opportunities to address economic disparity.

## Governance

The voting leadership of the SCRC is composed of a Federal Co-chair, who is appointed by the President and confirmed by the United States Senate, along with the Governors of each state in the region. Decisions of the Commission require the affirmative vote of the Federal Co-chair and a majority of the seven governors. A States' Co-chair is selected by the Governors of the states in the region. SCRC non-federal staff is led by an Executive Director.

**Federal Co-chair:** Dr. Jennifer Clyburn Reed, Confirmed December 2021

**States' Co-chair:** Governor Henry McMaster, Selected April 2022



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## Projects and Initiatives

The Commission will invest in a number of initiatives and programs that support its primary mission. By law, the Commission must allocate at least 40 percent of its project funding to develop transportation infrastructure, basic public infrastructure, or telecommunications infrastructure. The Commission may also invest in projects related to job skills training and employment-related education; basic healthcare and other public services; promotion of resource conservation, tourism, recreation, and open space preservation; and the development of renewable and alternative energy sources.



## Competitive Grant Program

**FY 2023 Budget:** \$20 million

In late Spring/early Summer of 2023, SCRC will open its first competitive grant cycle making available \$20 million from FY2023 appropriations.



SCRC investments must help improve the following in Southeast Crescent communities:

- Basic public infrastructure
- Transportation infrastructure
- Telecommunications infrastructure
- Job skills training
- Business development and entrepreneurship
- Basic health care and other public services
- Conservation, tourism, recreation, and preservation of open space
- Renewable and alternative energy sources

## About the Director of Grants and Programs Position

### Position Summary

The Southeast Crescent Regional Commission is seeking an experienced Director of Grants and Programs to build out and manage the Commission's grants and programs management functions. The Director will collaborate with agency leadership in developing the necessary strategies and vision to create dynamic and well-executed programs that support the agency's mission. This will include developing the policies, processes, and procedures for each program as well as establishing accountability measures to evaluate performance. The Director of Grants and Programs will assist in hiring staff with the expertise needed to build, establish, and manage impactful programming.

The ideal candidate will have experience in program development and grants management and will passionately support economic and community development within the region. The Director of Grants and Programs must be comfortable in a start-up environment where flexibility, adaptability, creativity, and an entrepreneurial spirit will be necessary for success as the SCRC programs are established. The successful candidate must have exceptional communication skills and the cultural agility needed to work with federal, state, and community leaders from all parts of the SCRC region.

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**Immediate Supervisor:** Executive Director

**Location:** Headquartered in Columbia, SC with occasional travel within the SCRC region.

## **Primary Responsibilities**

### *Program Development and Oversight*

- Align SCRC programs with strategic priorities including the establishment of objectives, goals, initiatives, performance indicators and metrics.
- Promote economic and community development within the SCRC region by establishing SCRC programs that meet the priorities of the states within the region.
- Establish evaluation mechanisms and clearly communicated metrics used to celebrate successes and to identify opportunities for program and process improvements.
- Promote the creative development of new SCRC grant programs as well as the associated applications, grantee benchmarks, and reporting requirements.
- Ensure effective communication with grant applicants and grant recipients.
- Create and implement fair and transparent processes and procedures governing the evaluation of all grant applications under consideration by the SCRC.
- Serves as a liaison to grant applicants and grant recipients. 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.

### *Compliance and Monitoring*

- Interpret and implement public law and guidance from the Office of Management and Budget, addresses compliance and reporting requirements as well as other agency needs related to grant administration.
- Direct and supervise monitoring and compliance activities for grant award, ensuring that grantee reports are updated, reimbursement requests are eligible, and grant funded projects are progressing and can be closed within the agreed upon period.
- Oversee award administration activities by local and regional grantees utilizing sustainable methodologies for communicating project status and any potential issues that may impact project completion.

### *Program Visioning and Strategic Planning*

- Collaboratively develop and execute a strategy, in partnership with local and regional economic development organizations, municipalities, counties, and other partners, to increase awareness of programs available, strengthen the grant application pool, and improve overall award implementation, communication, and follow up.
- Promote program initiatives and successes as the organization works towards accomplishing its goals.
- Conduct research and prepare statistical reports on programs successes, highlighting the impact on the economic and demographic status of the region.
- Evaluate availability of program and grant applications and develop strategies to increase accessibility of SCRC programs.

### *People Management and Administration*

- Supervise program and grants staff, developing internal processes and procedures as well as performance metrics for the team.
- Contribute to the hiring process of departmental staff. Coach, mentor, and develop staff to improve capabilities and overall performance.
- Manage workflow for the team, delegating and prioritizing work for the team. Clearly communicate expectations for deadlines and quality standards.

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- Instill a culture of continuous improvement within the department, taking an inclusive approach to evaluating program performance and considering recommendations from staff to improve processes that impact performance.
- Create and maintain internal databases of contacts, grantees, partners, etc.
- Represent SCRC, when needed, at meetings and events within the region to actively engage with partners, economic developers, local government leaders, and others impacted by SCRC.

## Qualifications for Consideration

### *Education and Experience*

- Bachelor's degree from an accredited higher education institution is required for consideration. A Master's degree or other advanced degree is preferred.
- Five (5) or more years of experience in program management, grants management, or a related field is required for consideration.
- Experience in economic development, community development, or related field is highly preferred.
- Significant experience in the grant-making lifecycle, to include experience with Federal grant forms (e.g., SF-270 & SF-424) is necessary for success in this position.

### *Skills and Abilities*

- Excellent communication skills to include the ability to speak publicly when needed as well as excellent written and verbal communication.
- Ability to synthesize data and information, complete complex analyses, advise leadership, and coherently communicate recommendations to support organizational decision-making.
- Demonstrated skill in data-driven decision making, conducting research, seeking information, and connecting with subject matter experts when faced with a new or challenging issue where past experience or best practices may not be relevant.
- Demonstrates 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.
- Ability to be adaptable and flexible when responding to changing prioritizes, tight deadlines, or complex issues.
- Possesses superior judgment and demonstrated ability to negotiate effectively with parties who often have different or competing interests and constraints.
- Ability to handle stressful or confrontational situations in a calm and effective manner.
- Ability to communicate with diverse stakeholders as well as individuals with varying levels of sophistication and expertise with respect to the grant process.

## Compensation Information

The salary range for this position is \$91,500 - \$98,400. Please note that it is not typical for salaries offered to reach the top end of the posted salary range. The official salary offered will be determined by the Commission at the time of selection.

## To Apply

Interested candidates are asked to send a resume and email of interest to Christin Mack, Manager of Public Sector Executive Search at Find Great People, LLC, at [cmack@fgp.com](mailto:cmack@fgp.com).