

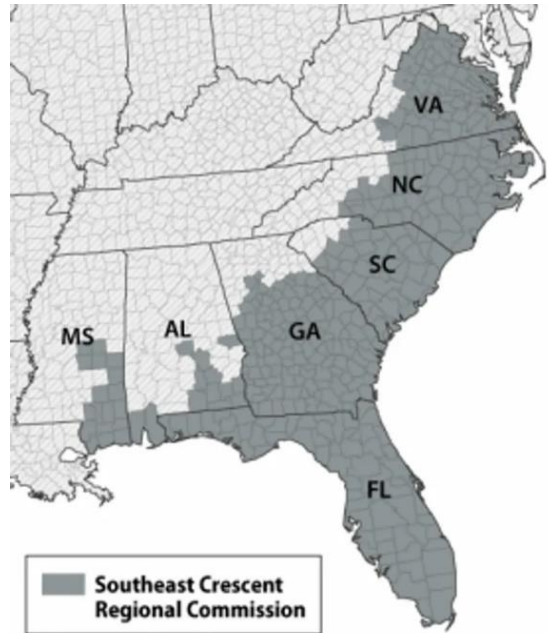
Southeast Crescent Regional Commission (SCRC) Grants Program Manager - Position Profile



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About Southeast Crescent Regional Commission (SCRC)

The Southeast Crescent Regional Commission (SCRC) is 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 appointment 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 development.

Local participation is provided through multi-county economic development districts, local development districts (LDDs), or councils of government (COGs).

SCRC's investments in the region's economic DNA manifests through grantmaking, publishing research, and encouraging income-producing opportunities to address economic disparity.

Governance

Leadership of the SCRC is composed of the Federal Co-chair, who is appointed by the President and confirmed by the United States Senate, and a State's Co-Chair who is elected by the Governors of the states in the region. Decisions of the Commission require the affirmative vote of the Federal Co-chair and a majority of the participating Governors. SCRC non-federal staff is led by the 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

SCRC opened its inaugural, competitive grant cycle, making \$20 million available for investments in projects to improve communities in the Southeast Crescent region. These investments will focus on:

- 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 Program Manager Position

Position Summary

The Southeast Crescent Regional Commission is seeking an experienced Grant Program Manager to support efforts to build out the Commission's grants and programs. The Grants Program Manager will collaborate with members of agency leadership to implement strategies to create dynamic, well-executed programs that support SCRC's mission. This will include implementing the policies, processes, and procedures for each program as well as following accountability and compliance measures that will be used to evaluate performance.

The ideal candidate will have experience with administering federal grants and program management, be highly organized and adaptable and amenable to change. The Grants Program Manager must be comfortable in a start-up environment where flexibility, 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 every mile of the SCRC region.

Immediate Supervisor: Director of Grants and Programs

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

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Primary 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, 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.

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.

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Qualifications for Consideration

Education and Experience

- Bachelor's degree from an accredited institution of higher learning is required for consideration.
- Two (2) 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.
- Experience with the grant-making lifecycle is necessary, including experience with Federal grants.

Compensation Information

The salary range for this position is \$59,500 - \$67,227. 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.