



Job Opportunity Program Manager [Business]

Vacancy Number 2019-01

Closing Date Open until authorized

Location Appalachian Regional Commission
1666 Connecticut Avenue, NW
Washington, DC 20009

Grade NF: 12-14

Agency Information

The Appalachian Regional Commission (ARC) is an economic development agency of the federal government and 13 state governments focusing on 420 counties across the Appalachian Region. ARC's mission is to innovate, partner, and invest to build community capacity and strengthen economic growth in Appalachia to help the Region achieve socioeconomic parity with the nation. www.arc.gov

Position Summary

This position collaborates with ARC state partners and local community-based organizations to implement strategic projects supporting entrepreneurial and business development strategies such as new market tax credits, Opportunity Zones, venture capital, Angel Funds, innovation districts, business financing (loan funds, investment funds, CDFIs), business accelerators/incubators, and business technical assistance. The incumbent offers analysis and technical assistance to business development organizations, thereby strengthening Appalachia's economy.

The incumbent applies Commission policies and procedures related to management of ARC grants implemented under the Appalachian Regional Development Act (ARDA), as amended. Assignments include working on programs initiated by the thirteen state partners and collaborating with federal and state administering agencies, Local Development Districts (LDDs), ARC grantees, and other community-based business development organizations throughout Appalachia.

This position reports to the Division Director.

Duties and Responsibilities

Generally, work is accomplished by applying the incumbent's expertise and experience with business development and financing strategies toward grants management, project development, and outreach related to the primary mission of ARC.

This position also coordinates the efforts of business development groups and associations (i.e. nonprofits, community foundations, philanthropic organizations, etc.) to further the mission of ARC.

Assists local parties in the development of projects that will encourage private and/or public investment as well as organizational and community capacity building in the ARC Region.

The incumbent provides coordination and advisory services to regional communities and groups on programs and industry standards and protocols for an issue area.

Coordinates activities that involve ARC, state governments, state ARC partners, private industry, philanthropic entities, federal agencies, and the general public. The work is accomplished by outreach to the affected communities and specific industries related to the assigned issue area.

Provides technical assistance in areas of assigned responsibility and proposes innovative or alternative solutions to problems.

Develops problem resolutions and recommendations on alternatives for delivery of services; reviews proposed solutions by comparing them to requirements federal regulations and consistency with ARC strategy.

Communicates with federal agencies, states, Local Development Districts, grantees, and local agencies regarding project approval and policy questions. Researches requirements of state and federal programs.

As directed, provides grant application technical support to other ARC staff, states, local groups, potential grantees, and organizations on topics and issues related to subject matter expertise.

Participates in reviews of State ARC development plans, strategy statements and project applications for consistency with the ARDA, the ARC Code, ARC and Federal Guidelines and the ARC Investment Strategy.

Grants Management

As assigned, reviews grant applications, or segments thereof, to assure consistency with agency guidelines, investment strategy, the ARDA and Code; assures projects are properly implemented if grant assistance is provided. Reviews grants for compatibility with ARC goals and for likely approval by federal and states' co-chairs.

Provides technical assistance, oversight, ethics advice, expertise, and consultation to program officials, awardees, review panels, applicants, and grant recipients, as directed.

Processes, reviews, analyzes, and evaluates grants/assistance applications, plans, and estimates. Reviews for soundness of project concept and compliance with all regulatory and legal requirements.

Makes progress payments, records work activities, and provides guidance to address any situation that threatens the successful completion or financial integrity of the project.

As assigned, conducts segments of project and program evaluation, including monitoring and assessing awardee performance, and drafting performance measures.

Administers grants and contracts funded by the Commission. Monitors Commission investments administered by other Federal and state agencies.

Assist in preparation of special reports, budget materials, progress reports, respond to public inquiries, and assist with development of program policy and review process.

Travel within the Appalachian Region may be necessary to carry out the function of the position.

For projects approved under contract authority authorized under the Appalachian Regional Development Act of 1965, as amended, the incumbent may serve as liaison between the Commission and the contractor/grantee, with responsibility for continuous project oversight and review during the contract/grant implementation period. The incumbent may be responsible for reporting progress on the contract to the Commission; for reviewing and recommending payments; and for reporting any situation which threatens the successful completion or financial integrity of the project.

Other work responsibilities

The Director may assign special tasks, such as to assist in preparation of special program memoranda, project press releases, informational material, budget materials and response to public and congressional inquiries. Some assignments may involve aiding in refining work, program policy and/or review processes.

Qualifications

- Ability to learn and apply:
 - laws, regulations, rules, policies, procedures, and methods governing the administration of Federal grants, cooperative agreements, and awards (i.e. grant management lifecycle)
 - grants management processes and techniques consistent with sound business and industry practices including ability to monitor and administer assigned grants and develop specialized agreements for grants
 - financial methods, procedures, and practices to assess the financial stability of recipient of Federal grants or cooperative agreements.
- Knowledge and application of development financing, entrepreneurial and business development strategies and innovative practices. Experience with private businesses beneficial, particularly with startup enterprises, small and medium sized businesses, impact investing, or in business finance.
- Knowledge and application of public and non-profit business support strategies and economic development practices. Experience with public or non-profit support organizations beneficial.
- Experience in community economic development, with an emphasis on rural areas and an appreciation for barriers in rural areas and an ability to creatively pursue solutions suited to low-income rural areas.
- Ability to facilitate diverse groups and individuals, including federal, state and local partners, to advance their goals in a consultative and collaborative manner.
- Ability to travel to meetings, conferences, and to provide technical assistance as required.
- Ability to work effectively under pressure
- Ability to apply effective interview skills
- Decision Making - ability to make sound, well-informed, and objective decisions.
- Problem Solving - identifies problems; determines accuracy and relevance of information; ability to generate and evaluate alternatives, and to make recommendations.
- Reasoning - identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.
- Writing - recognizes and uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a succinct and organized manner; produces written information, which may include technical information that is appropriate for the intended audience. Skill in writing sufficient to communicate information to a variety of audiences.

- Planning and Evaluating - organizes work and independently sets priorities; determines process steps required to achieve results; monitors progress and evaluates outcomes.
- Project Management - knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance. Ability to effectively manage assignments.
- Adaptability - ability to accept and apply changes to work processes, information, team; recovers quickly from setbacks and finds alternative ways to reach goals or targets; navigates change through positive communications and supportive actions
- Communicating - selects appropriate and effective way to communicate to audiences in diverse situations; listens actively and asks questions to understand other perspectives or confirm understanding; awareness of and responsive to verbal and non-verbal communication styles; provides status updates which reduce or eliminate the need for follow up from requestor. Skill in communicating orally sufficient to exchange information, explain requirements, etc.
- Collaboration - ability to interact and work effectively with others to accomplish goals despite differences, changes, roles or resources; treats others with respect, dignity, and professional courtesy; values the contributions of others through listening, sharing relevant information and considering new ideas; affirmatively shares lessons learned and relevant information. Ability to develop partnerships, especially with philanthropy/funding, community, and development organizations.
- Critical Analysis - ability to identify, research, analyze, design, manage and communicate data and outcomes sufficiently to various audiences to accomplish work outcomes; develops, recommends, and/or implements innovative and effective approaches to solve problems. Ability to apply creative thinking
- Requirements Analysis - skill in applying principles and methods to identify and analyze requirements; includes skill in translating functional requirements into technical requirements used for logical design or presenting alternative technologies or approaches.
- Accountability - makes best use of resources to accomplish work priorities; takes responsibility of balancing quality with deadlines; takes appropriate action(s) to fulfill commitments to others; owns, acknowledges and corrects mistakes; immediately communicates updates and changes to others
- A Bachelor's Degree in business administration or a related field is required. A Master's Degree in business administration or related field is preferred.

Additional Requirements

- Prior to hire, the selectee must successfully complete a federal background investigation
- U.S. Citizenship
- Ability to travel (10-20%)

Salary and Benefits

ARC generally follows the General Schedule Salary Table of the Federal government. ARC's grade NF 12-14 is equivalent to the federal grade GS 12-14. This is not a federal position; however, if a federal employee is selected for this position and transfers without a break in service of more than three calendar days, he or she is entitled to continue his or her retirement and life/health insurance benefits. A non-federal selectee will be offered a benefits package (including health, retirement, paid time off, commuting subsidy, etc.).

Apply Online <https://appalachianregionalcommission.applytojob.com/apply/4murLepNGR/Program-Manager-Business>

ARC is an equal opportunity employer. Selection for this and any other position will be based solely on merit. ARC does not discriminate on the basis of race, color, religion, sex, national origin, politics, marital status, sexual orientation, physical or mental disability, age, membership or non-membership in an employee organization, or other factor prohibited by law. ARC will provide reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please contact Allison Thiriez at 202.884.7712 or at athiriez@arc.gov