

Delta Regional Authority

DeltaCorps Program Manager

The Delta Regional Authority is seeking a program manager jointly responsible for organizing and overseeing DeltaCorps, a new program of AmeriCorps and the DRA. The individual will work under the direction of the director of the Delta Leadership Institute.

Introduction

The Delta Regional Authority is a federal-state partnership created by Congress in 2000 to help create jobs, build communities, and improve lives through strategic investments in economic development in 252 counties and parishes across eight states. To achieve the goals outlined by Congress, DRA partners with Federal agencies, state and local governments, non-profits, and the business community to create economic opportunities and support economic development projects in the Delta region.

The program manager for the DeltaCorps is responsible for coordinating the selection, support, and evaluation of host sites and participants in the DeltaCorps; reporting on progress to primary stakeholders; and managing budgets of and fund transfers to awardees. Additionally, as indicated by the director of the Delta Leadership Institute, they will work in coordination with the DRA staff to efficiently balance the workflow of the department's other initiatives, and will be relied upon to frequently (~30 percent work hours) to travel within the eight-state DRA region to provide program support, award management, and site auditing to DeltaCorps awardees.

Supervisory Control

The position reports directly to the director of the Delta Leadership Institute and does not at the present supervise any staff.

FLSA status: Exempt

Duties And Responsibilities

Essential functions include, but are not limited to the following:

- Organize the DeltaCorps award application and review process open to non-profit, governmental, and faith based organizations across the eight-state DRA region, including providing technical assistance to applicants, recruiting and training reviewers, participating in the review process, conducting pre-award assessments, and appropriate follow up activities;
- Ensure high-quality program and fiscal/awards management practices by collaborating with the program and finance teams to identify needs and provide responsive training and technical assistance, which may be provided during awardee meetings and orientations, via phone, or on-site as requested;

- In collaboration with the finance team, oversee awardee contracting, budget negotiations, reimbursement requests, fiscal reporting, and award closeouts;
- Monitor awardee accomplishments through site visits, progress reports, phone consultation, and other means;
- Recommend corrective action for programs found to be out of compliance with state, federal, or DRA regulations and requirements;
- Assist with reporting to stakeholders such as the Corporation for National and Community Service, the State Service Commissions, and the state legislature;
- Serve as a liaison to groups and associations as the need arises;
- Collaborate with DRA staff and partners to conduct public relations campaigns that promote service across the eight-state DRA region; and
- Travel for up to 30 percent of work hours to handle long-range assignments, as well as, day-to-day operations.

Additional Job Functions

The DeltaCorps Program Manager, in addition to the above, will also be responsible to:

- Have knowledge and familiarity with database operation and maintenance;
- Communicate and coordinate with State Service Commissions and Local Development Districts (LDDs);
- Provide DeltaCorps information and statistics for other DRA staff, books, manuals, meetings, board member training, LDD training, local elected official training, etc., review/edit/create books, manuals, briefings, memos, agendas, communiqués, press releases, etc.;
- Assist in attending and setting up for local meetings as well as travel to meetings/conferences and assist in logistics of the same;
- Work with the director of the Delta Leadership Institute to assist with marketing/advertising firms to produce brochures, mail-outs, power point slides, books, manuals, etc.;
- Prepare DeltaCorps hand-outs for meetings, board meetings and present information at meetings;
- Provide technical support to applicants in regard to the application process; and
- Any other duties as assigned.

Experience and Qualifications

- A minimum of a Bachelor's Degree from a four-year accredited college or University is strongly preferred;
- Three (3) years of experience. Duties pertaining to application/project development, funding program management, application review and program implementation highly recommended;
- Participation in national service programming such as AmeriCorps, Peace Corps, or any of the Armed Forces is preferred;
- Ability to multitask and prioritize projects;
- Strong written and oral communication skills, which are readily adaptable to broad, diverse audiences;
- Team player mind-set with strong interpersonal and collaboration skills;
- Ability to work in a fast-paced environment; and

- Ability to travel as needed.

Compensation

Salary base begins at \$46,000, depending on salary history, education, and experience.

Submission Requirements

Interested candidates are asked to submit a copy of their qualifications and experience including the following elements:

- A cover letter of introduction
- A statement of qualifications (maximum 2 pages) or resume of experience

Submit via email to jobs@dra.gov or by first class mail to the below address, unless position description specifically outlines additional submission requirements.

Delta Regional Authority
ATTN: RESUME
236 Sharkey Avenue
Suite 400
Clarksdale, Mississippi 38614

Physical Requirements

Reasonable accommodations will be made to enable individuals with disabilities to perform the following essential functions.

- Audio-visual discrimination and perception sufficient to: (a) makes accurate observations; (b) read and write; (c) operate assigned equipment; and (d) communicate effectively with others;
- A mental capacity for: (a) sound decision-making and exercising good judgment; (b) evaluating and interpreting the implementation of DRA established rules and regulations;
- A physical condition appropriate to the performance of assigned duties and responsibilities which will include but may not be limited to the following: (a) standing, walking, sitting for extended periods of time; and (b) use of hands and fingers or adaptive equipment to safely operate assigned equipment; and
- Ability to operate a motor vehicle; ability to obtain a valid Driver's License; and the ability to travel and potentially work odd hours while performing essential functions.

Non-discrimination Clause

The DRA is an equal opportunity employer and contractor. Employment and contract decisions are based on merit and Authority needs. Employment and contract decisions are not based on race, color, national origin, ancestry, sexual orientation, sex (including pregnancy and gender identity), age, weight, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other prohibited basis. This policy affirms the DRA's commitment to the principles of fair employment and the elimination of all vestiges of discriminatory practices that might exist.