

Delta Regional Authority –Programs Manager

The Delta Regional Authority is a federal-state partnership that is congressionally mandated to help create jobs, build communities, and improve lives in the Delta region, which includes 252 counties and parishes in Alabama, Arkansas, Illinois, Kentucky, Louisiana, Mississippi, Missouri, and Tennessee. The Authority invests in projects that directly support community and economic development efforts for the Delta region through investments in basic public infrastructure, transportation, workforce development, small business and entrepreneurial development, health, and community leadership. Working alongside 44 Local Development Districts as front-line project managers and local and state leadership, these investments by the DRA support job creation and community development.

JOB TITLE: Programs Manager

SUPERVISORY CONTROL: Director of Programs and Senior Advisor to the Chairman

POSITION LOCATION: Little Rock, AR

POSITION SUMMARY: The Programs Manager, in coordination with the Director of Programs, will oversee and coordinate the implementation of various initiatives within the Delta Regional Authority to include: Growing Small Businesses & Entrepreneurs; Reimagining the Delta Workforce; Promoting a Healthy Delta; Promoting Tourism in Delta Communities; and Transporting a Mobile Region. The Programs Manager will also be expected to design and implement, in coordination with the Director of Programs, a strategic plan for rural placemaking that will help designate rural communities in the Delta Region as an attractive place to live, work, and play.

DUTIES AND RESPONSIBILITIES

The Programs Manager is expected to possess the following skills, experience, and knowledge necessary to execute and deliver the following outcomes on time as specified by the Delta Regional Authority (DRA):

- Provide support for Director of Programs, rural leadership, and Federal Co-Chairmen as assigned on program initiatives related to rural placemaking;
- Generate and coordinate logistics for Delta Challenge pitch competition, DEN Fellowship application process, New Orleans Entrepreneur Week (NOEW) and related events as it pertains to the Delta Entrepreneurship Network and SBE Initiative;
- Coordinate the activities of multiple entrepreneurship support organizations to implement strategic plans in support of developing entrepreneurs and small businesses;

- Maintain updated information and project status of DRA projects and programs for use in external publications and on website;
- Provide in-person support to Federal Co-Chairman and the Director of Programs at events and generate/facilitate correspondence as follow-up from these public events;
- Interact with key stakeholders to deliver high quality events and programming;
- Monitor and research program delivery and impact of DRA special initiatives;
- Stay up to date on policies impacting cultural tourism, placemaking, and small business & entrepreneurship in the Delta region.

QUALIFICATIONS:

EDUCATION: A minimum of a Bachelor's Degree from a four-year accredited college or University in in a related field. Graduate degree preferred.

EXPERIENCE: Two to four years of experience in program management, entrepreneurship, and/or rural community development required.

Experience working, living, or studying in the DRA footprint.

OTHER REQUIREMENTS:

- Exceptionally strong writing, editing, and research skills
- Ability to demonstrate skills, knowledge, and experience in the execution of workforce plans and activities.
- Strong creative, strategic, analytical, organizational, and interpersonal skills.
- Computer literacy in word processing, database management and website layout.
- Strong oral and written communications skills.
- Strong commitment to diversity and equity.
- Ability to effectively multi-task.

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) make 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; (b) use of hands and fingers or

- adaptive equipment to safely operate assigned equipment; (c) ability and license to operate a vehicle for both short and long-distance trips.
- Travel within the eight states of the DRA footprint will be expected on a potentially weekly basis.

COMPENSATION: Salary is based upon salary history, education, and experience.

HOW TO APPLY: Submit a cover letter, resume with references, and two writing samples to jobs@dra.gov with the subject line: Programs Manager