



PROGRAM MANAGER – PROGRAM COORDINATOR

Columbia Pacific Economic Development District

ORGANIZATION OVERVIEW

The Columbia Pacific Economic Development District coordinates and manages NW Oregon's regional economic development. Covering Clatsop, Columbia, Tillamook and western Washington counties, our geography comprises abundant natural resources, connects to the greater Portland metropolitan area as a destination for visitors and market for local fish and food production, and shares workforce, housing and economic development challenges and opportunities. The District is a federally-designated economic development district and serves as the mechanism for channeling federal monies to the region. The District is governed by a Board of Directors representing counties, cities, ports, community colleges and business.

THE JOB

We are looking for an experienced Program Manager or Coordinator to organize and coordinate programs. In this role, the Program Manager will work closely to with the Executive Director to oversee the achievement of larger organizational goals and coordinating efforts between different projects. The ideal candidate will be an excellent leader and be able to develop efficient strategies and tactics. Working alongside the Executive Director, the Program Manager will participate in designing, coordinating and improving the internal and external programs of the organization.

THE DAY TO DAY

- Work closely with the Executive Director to plan and develop scope, deliverables, required resources, work plan, budget and timing for programs.
- Manage regular reporting and outreach requirements for programs including but not limited to Community Development Block Grants and Revolving Loan Funds.
- Manage program and project teams for optimal performance and in accordance with the mission and goals of the organization.
- Develop and manage budget for projects and be accountable for delivering against established goals/objectives.
- Develop evaluation methods to assess program strengths and identify areas for improvement.
- Work with organization staff to identify risks and opportunities across multiple projects.
- Assist with planning, tracking and writing funding proposals and applications for the organization and its partners.
- Ensure the highest level of standards, process and regulations are followed and upheld.
- Establish and maintain collaborative relationships with partners and stakeholders.
- Gather feedback and present insights.
- Produce program reports for management, funders and stakeholders.
- Other duties as assigned.

THE ESSENTIALS

- Proven experience as a Program Manager or similar position.
- Thorough understanding of project/program management techniques and methods.
- Excellent knowledge of performance evaluation principles.
- Outstanding leadership and organizational skills.
- A proven ability to strategize and implement high-level program initiatives.
- A strong talent for project coordination and an eye for detail.



- Experience dealing with complexity, analyzing information and implementing organization mission.
- Proven proposal and grant writing experience.
- Excellent communication skills.
- Excellent problem-solving and conflict resolution skills.
- Bachelor's degree or master's degree or equivalent experience.

A successful candidate may be hired at the Manager or Coordinator level depending on experience and schedule. Offers are contingent on a successful background check and 90 probationary period.

Occasional day travel (150 mile radius) is required and may include occasional overnight stays; a valid driver's license and reliable transportation are required. The position requires attending occasional evening meetings.

Position Type: Full Time, negotiable 32-40 hours a week.

Compensation: Negotiable based on schedule and experience \$60,000-\$80,000 annually.

Benefits: PTO and health care allowance.

Work Location: Multiple locations within District. Remote working possible.

To apply, please email a resume and cover letter to director@nworegon.org at your soonest convenience. Applicant review and screening interviews will take place on a rolling basis.

Columbia Pacific Economic Development District is an equal opportunity/affirmative action employer.