

North Olympic Peninsula Resource Conservation & Development Council Recompete Program Director

Location: Clallam and Jefferson Counties, Washington

FLSA Status: Full-time, Exempt

Salary: \$78,000 to start

Benefits: Employer-paid health, vision and dental insurance, generous paid leave, flexible work schedule

Reports to: Executive Director

About the Organization

With a mission to empower the North Olympic Peninsula to pursue and invest in its own economic and environmental destiny, the North Olympic Peninsula Resource Conservation & Development Council (NODC) is the regional Economic Development District for Clallam and Jefferson counties. Located on the beautiful Olympic Peninsula of Washington State, NODC works to develop a thriving, resilient region by producing a comprehensive economic development strategy (CEDS), convening discussions and planning responses to regional issues, supporting economic development in key sectors and implementing collaborative projects.

About the Position

NODC is a partner in the North Olympic Peninsula Recompete Coalition, which is one of only 6 applicants in the country to receive a 5-year, \$35 million grant award from the Economic Development Administration's Recompete Pilot Program. The Recompete Program was designed to assist distressed communities in getting people between 25-54 years of age who are not currently in the workforce into good jobs. NODC is managing the Distressed Rural and Remote Communities Project within the regional Recompete effort, including major sub-awards totaling \$7.25 million to the Jamestown S'Klallam, Lower Elwha Klallam, Makah, Quileute, and Hoh Tribes, and the City of Forks.

The Recompete Program Director works with the Executive Director to provide support, technical assistance and program guidance to the Tribes and rural communities receiving the sub-awards. That work includes regular check-in meetings with each sub-award recipient, quarterly convenings that bring all of the sub-award recipients together with other partners for information sharing and learning, and providing support with strategic planning, grant writing, program guidance and links to the overall Recompete effort. The Program Director reviews all invoices, program and financial reports from sub-recipients and provides technical assistance to ensure compliance with all federal grant requirements and special award conditions.

The ideal candidate is passionate about making a difference in Tribal and rural communities and possesses strong relationship-building, rural development, grant writing, and program and financial management skills. Experience working with Tribes and a deep understanding and respect for Tribal sovereignty and Tribal Treaty Rights is vital. Experience with Washington Treaty Tribes is preferred. The position requires excellent writing, communication, grant

management and strategic thinking skills and demonstrated success with federal and state grant writing and management. Knowledge and experience in group process, strategic planning and meeting facilitation are needed. Must have the ability to work independently and thrive in a rapidly changing environment, working collaboratively and respectfully with people from a diverse variety of backgrounds and experiences.

Essential Duties and Responsibilities include the following. Other duties, responsibilities, and activities may be assigned at any time with or without notice.

- Provide support to Recompete sub-recipients (Jamestown S’Klallam Tribe, Lower Elwha Klallam Tribe, Makah Tribe, Quileute Tribe, Hoh Tribe and City of Forks) to ensure they are making progress toward program milestones and are on track and compliant with financial reporting.
- Assist with technical assistance to Recompete sub-recipients and the North Hood Canal Chamber of Commerce with strategic planning, program planning, grant research, and grant writing for economic development and workforce development projects aligned with Recompete.
- Conduct regular check-in meetings with Recompete sub-award recipients.
- Schedule, plan and facilitate quarterly project meetings that bring together all sub-recipients and partners and prepare meeting minutes.
- Lead subrecipient oversight and support, including performance monitoring, financial tracking, and alignment with program milestones and federal requirements.
- Interpret and operationalize federal grant requirements (2 CFR 200, EDA guidance) into policies, tools, and guidance for subrecipients.
- Review and advise on scopes of work, budgets, and proposed changes to ensure alignment with grant goals and federal standards.
- Develop and manage systems for monitoring, risk assessment, reporting, and technical assistance.
- Coordinate and review program progress, data, and financial reports; synthesize for federal reporting and continuous improvement.
- Participate in North Olympic Peninsula Recompete Coalition meetings and meetings with EDA.
- Participate in NODC staff meetings and provide support for other projects as requested.

Required Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor’s degree in a related field. Additional years of experience may substitute for this requirement.

- Minimum of 5 years professional experience in planning, community engagement, economic development and/or workforce development for Tribal, government, or nonprofit organizations.
- Demonstrated experience working for or with Tribes.
- Demonstrated success in writing and managing federal grants, including familiarity and experience with financial management and reporting.
- Cultural sensitivity and ability to work with and relate to people with a wide variety of backgrounds, education and experiences.
- Excellent communication ability in written and spoken English.
- Proficient in use of computers, including email, word processing, spreadsheet and presentation software; familiarity with Apple platform preferred.
- Ability to work independently and manage time efficiently.
- Must live in Jefferson or Clallam County, Washington, or be willing to relocate.

Preferred Qualifications

- Master’s degree in a related field.
- Experience working in a rural area.
- Experience working for a small non-profit organization.
- Knowledge of rural economic development, sustainable development, renewable energy, climate change adaptation, and/or broadband policy and development.
- Familiarity with the North Olympic Peninsula and existing contacts and relationships in the area, especially with area Tribes.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Education and/or Experience:

Bachelor’s degree in some area of planning, economics, business or similar field. A Master’s degree is preferred. Minimum of five years of professional experience in similar position. Additional experience may substitute for degree requirements.

Certificates, Licenses, or Registrations:

None required.

Computer Skills:

To perform this job successfully, an individual should have demonstrated skill and a high level of proficiency in the use of personal computers and Microsoft Office software. Familiarity with Apple Macintosh computers and platform preferred.

Physical Demands:

While performing the duties of this job, the employee is sometimes required to lift and/or move up to 20 pounds. The employee is regularly required to sit for long periods of time; use

hands to file and manage paperwork; bend and reach with hands and arms; and talk and hear. Occasionally required to stand for long periods of time, stoop, kneel, squat, and crouch.

Work Environment:

While performing the duties of this job, the employee is occasionally exposed to rural work environments and outdoor weather conditions. After hours and weekend work may occasionally be required. Regular job-related travel within the two-county region and occasional travel outside the area. Much of the time telework will be possible though face-to-face meetings are an important component of the work.

To apply: Send resume, cover letter and 3 references to info@noprkd.org. Interviews may begin as early as April 20th. Position is open until filled. Writing samples will be requested from candidates selected for interview. NODC is an Equal Opportunity Employer. We are committed to building a team that represents a variety of backgrounds, perspectives and skills. Women, people of color, Tribal citizens and members of the LGBTQ+ community are encouraged to apply.