



212 Lady Slipper Avenue N.E. • P.O. Box 81, New Prague, MN 56071  
Phone: 800-822-2981 • Fax: 800-640-2342 • <http://www.map@map-inc.org/>

## **RESOURCE DEVELOPMENT ADVISOR**

### **Job Description**

**Program Description:** The program mission is to help rural communities improve their environment, quality of life and be self-sustaining by providing technical assistance and training relating to water, wastewater, solid waste and community development.

**Supervised by:** Regional Director

**Classification:** III (Exempt)

**Entry-Level Salary Range:** \$41,664 - \$46,496

**Position Salary Range:** \$41,664 - \$60,993

**Position Summary:** The Resource Development Advisor will provide training and technical assistance to nonprofit and local, tribal, state and federal government agencies to improve or develop water, wastewater, solid waste systems and other programs or services in rural communities. Major responsibilities include: provide technical assistance; plan and/or deliver training; perform outreach and networking; program development; perform research and analysis and publish results; administrative duties and contract management. Work performed may be in the technical areas of: water, wastewater and solid waste operations, management and financing, community development and organization.

**Principal Accountabilities:** Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process. Examples of responsibilities and duties include but are not limited to the following:

- *Conduct assessments* . Work with clients to develop scope of work including task, time and resources; determine skill level needed by the client and perform needs assessment -- determine client eligibility for services; coordinate with other MAP staff working in the project area and other technical assistance providers to perform work; follow-up to ensure scope of work is completed.
- *Provide technical assistance*. Deliver direct technical assistance and service to clients.
- *Training*. Plan, prepare and deliver technical training at various conferences institutes, workshops, clinics or client agencies.

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- *Outreach and networks.* Form, coordinate and participate in rural development networks and associations; form and maintain links between agencies and/or other networks; perform facilitation and mediation for clients and funders; maintain current information on environmental programs; policies and regulations; market division and MAP programs to clients, prospective funders and potential partners.
- *Program development.* Participate in development of funding strategies, initiate contacts and identify opportunities; determine scope of work with funders; coordinate, write, develop and submit small proposals; work as a team member on large proposals.
- *Research, analysis and publications.* Remain current on applicable government regulations and policies; comment on the impact of proposed regulations and policies; analyze rural development issues and needs; develop policy and technical papers, articles and manuals for MAP and other publications.
- *Administrative.* Assemble and lead project teams; prepare written reports and documentation of activities; maintain contact with funders; respond to inquiries as needed.
- *Contract management.* Develop and maintain project work plans; develop and monitor sub-agreements; maintain accurate records of progress; monitor implementation and compliance.
- *Other activities as assigned*

### **Job Qualifications**

1. Bachelors degree (additional qualifying experience may be substituted for the required education on a year-for-year basis).
2. Five years of any combination of applicable experience in environmental policy management, water, wastewater or solid waste facilities development or planning  
(If a higher level of related education is possessed than is required, this education may be substituted for the experience requirement up to a maximum of two years.) (One year of experience with MAP in another position may qualify as two years of experience.)
3. Knowledge of personal computers including spreadsheet, word processing or other business software.
4. Certain positions may require water or wastewater operator certification.

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### **Job Specifications**

#### **Knowledge of:**

Federal, state, tribal and local government agencies, programs, issues and regulations related to rural water and wastewater systems and solid waste programs and facilities, communications, facilitation, mediations and meeting management skills

Program development techniques

Project management

Nonprofit, tribal, and local agency and rural community dynamics

General record keeping practices

MAP organization and scope of MAP/RCAP program

Various types of clients within the MAP network

#### **Ability to:**

Listen and communicate orally effectively

Write and present materials

Perform research and analysis

Facilitate meetings

Develop and deliver training for adult learners

Organize and handle multiple priorities simultaneously

Travel an average of fifteen (15) days per month, including several overnight stays

Work independently

Respond to client needs in a variety of situations

Manage time effectively and efficiently

Be self-motivated

Network effectively

**Special Requirements:** Possession of a valid driver's license and proof of liability insurance. Considerable travel required. Minimal lifting (files, office supplies, etc.)

**Other:** Benefits include paid health, life, dental, disability and long-term care insurance, cafeteria plan, paid time off, federally recognized holidays and a tax-sheltered annuity available contingent upon employee matching contributions. Travel and per diem are reimbursed at established agency rates.

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