



MIDWEST ASSISTANCE PROGRAM, INC.

JOB DESCRIPTION – EXTERNAL PROGRAMS MANAGER (EXT-PM)

Program Description The program's mission is to assist rural communities in improving their environment and quality of life and becoming self-sustaining by providing technical assistance and training related to water, wastewater, and solid waste. The Midwest Assistance Program, Inc. (MAP) is a non-profit organization serving the nine Midwestern states of Iowa, Kansas, Minnesota, Missouri, Montana, Nebraska, North Dakota, South Dakota, and Wyoming. MAP is a partner of the Rural Community Assistance Partnership, Inc. (RCAP).

Supervised by: Programs Director

Classification: VI (Exempt)

Position Salary Range: \$65,000 - \$83,000

Location: Negotiable within MAP's nine-state region

Position Summary: The EXT-PM will oversee and direct planning, implementation, and reporting for all programs that are subcontracted through RCAP in support of MAP's mission. He/she may or may not supervise staff. He/she will allocate work objectives, ensure program reporting is accomplished, meet grant compliance objectives, and evaluate program effectiveness. The EXT-PM is responsible for effectively coordinating with federal, state, RCAP and other MAP staff, as appropriate, to achieve MAP's goals and objectives.

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

- *Program Planning* - Identify and incorporate rural community issues and needs into MAP's ongoing programs, adjust existing program objectives and/or seek new funding to meet these needs. This includes, but is not limited to, needs surveys and assessments; serving on local, state, national or RCAP committees; developing and participating in the development of program proposals and work plans; assist in establishing goals, objectives and tasks. This program planning requires a current knowledge of developments in water, wastewater, solid waste and related community development and environmental issues.

MAP Central Office: phone: 660.562.2575 – fax 660.562.2579 – email map@map-inc.org
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- *Program Implementation* - Provide guidance and direction for staff and supervisors to accomplish the goals and work objectives within the RCAP funded programs. Program implementation requires monitoring accomplishments, assuring compliance, quality control and funder satisfaction. Coordinate and facilitate coordination of program objectives with RCAP, supervisor and appropriate agency partners. Create and utilize technology strategies in program delivery and create, maintain and utilize information and referral sources in implementation strategies.
- *Program Reporting* – Maintain the RCAP program reporting process to assure timely, accurate and comprehensive reporting of MAP's activities in compliance with program goals and objectives and funding agency requirements. This includes, but is not limited to reviewing, analyzing, and editing reports, compiling reports into required format for funders, training staff in reporting procedures and requirements, managing program records, creating case studies and updating the reporting procedures as appropriate. Review DCS entries and provide guidance to staff.
- *Policy Development* – Assist with the coordination and identification of rural policy issues; assist the Programs Director and Chief Executive Officer, and staff to understand and formulate agreeable policy statements and documents; may present information and testimony on policy positions and RCAP activities when requested and when such information and testimony agrees with MAP policy; collaborate with other parties on policy positions affecting rural communities and MAP's interests; advocate for goals of RCAP, Inc. and the partners of RCAP, Inc.
- *Other duties as assigned.*

Job Qualifications:

1. Bachelor's Degree in any Management field.
2. Two or more years' experience managing programs.
3. Three years or more experience working in a Not-for-Profit organization.
4. Or five years of related program experience.
5. Advanced personal computer skills are critical to success. Must be familiar with Microsoft Office, Outlook, Word, Excel, and Adobe Pro.
6. Must be able to communicate effectively in writing.

Job Specifications:

Knowledge & Experience

Project Management

Program Development Techniques

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Federal, state, tribal, and local government agencies, programs, issues, and regulations related to water, wastewater, and solid waste programs and facilities. Non-profit, tribal, local agency, and rural community dynamics.

Program and fund development.

Knowledge of water and wastewater programs supported by federal agencies such as USDA RD and EPA.

Understanding of outreach and networking principles including capability of developing collaborative relationships.

Working knowledge of legislative advocacy and regulations pertaining to lobbying.

Offsite supervision

Financial comprehension or experience with customer billing.

Abilities

Communicate, facilitate, mediate, and manage meetings

Communication skills to create a visible public presence for MAP in the region and nationally.

Relate effectively with a wide variety of personalities internal and external to the organization based on established MAP values.

Delegate authority to staff members and strong organizational skills.

Special Requirements

A valid driver's license and proof of automotive liability insurance.

Must always have dependable transportation available. Travel is a critical part of this position.

Must have proof of auto insurance

Must have access to reliable high-speed internet from home office

Must have reliable phone service from home office (landline and/or cell).

Knowledge of Microsoft Office products, Word, and Excel specifically.

Other Duties:

1. Identify funding opportunities.
2. Manage, review and edit proposal writing.
3. Attend Program Manager and MAP Program/Management meetings.
4. Participate in RCAP workgroup meetings as directed by supervisor.
5. Assist in the monitoring and maintaining Agency Relationships (Ensure quarterly meetings are completed).
6. Be familiar with the GSA contract, SAMS.gov, GrantSolutions, and PMS accounts

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7. Be familiar with eMods (GSA).
8. Market MAP and its programs.
9. Assist Fly-in coordination and execution.
10. Track and manage all of MAPs deliverables of RCAP programs.
11. Assist with the development of case studies, program brochures and news articles.
12. Review of all reports being submitted to RCAP prior to submission.
13. Ensure field staff and managers have current and accurate DCS and other reporting guidance.
14. Other duties as assigned.

Physical Requirements:

1. A person in this position must be able to hear, see and speak English clearly.
2. Must be able to travel by auto and air for various meetings. (travel time could be up to 8 hours a day).
3. Out-of-office travel several days per month may be necessary, including some overnight stays.
4. Minimal lifting (computer/laptop, projector, files, office supplies, etc. not to exceed 55 pounds).

Other: Fringe benefits may include health, life, dental, vision, disability, paid time off, federally recognized holidays and retirement program. Travel and per diem reimbursed at established agency rates.

EQUAL EMPLOYMENT OPPORTUNITY

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