



PROJECTS SPECIALIST

SUMMARY

The WV Community Development Hub is hiring a Projects Specialist to lead the organization's work in supporting the development of federally-funded community development projects, coordinate the organization's ARC POWER Support program, and support the development of new partnerships with federal agencies that are committed to funding and promoting rural community development initiatives.

Federal funding opportunities remain a key resource for the development of substantive and impactful community development initiatives in West Virginia. With a new administration comes the opportunity for increased engagement and strategic alignment of the work of the state's community development field to identify and pursue collaborative federally-funded community development projects. The Hub has identified increased coordination, engagement and strategic development of these resources with key partners as a critical opportunity to scale community development innovations to support rural communities in West Virginia.

The ideal candidate for this position would have experience working with federal agencies and experience applying for federal funding. More importantly, the most qualified candidates for this position would bring creativity, initiative, and partnership-building approaches to their work, understanding that the greatest opportunity lies in multiple stakeholders working together in innovative ways that take risks, drive forward strategies that are community-led, and seek measurable impacts that demonstrate success in ways that generate local momentum. Strong people skills, partnership facilitation and relationship building, excellent writing, and a high degree of professionalism are minimum expectations for the right candidate for this position.

JOB DUTIES

- Coordinate the WV POWER Support Program, including coordinating and directing program contractors, coaches and consultants, leading the statewide Advisory Committee, collaborating with ARC staff and state and regional partners, supporting WV POWER grantees, and supporting potential POWER applicants as they go through the application process.

- Identify current and newly developed federal funding opportunities for community development initiatives related to rural downtown redevelopment, and coordinate promotion of these opportunities to the statewide community development field.
- Build relationships with federal and state agencies and liaisons.
- Work directly with collaborative partners to put together strategic proposals to drive more federal resources to the state's community development field.
- Support the Downtown Appalachia Advisory Group to create a long-term strategic plan relating to resource development, and co-lead the execution of that plan.
- Coordinate and build new partnerships with state and national organizations committed to rural downtown redevelopment.
- Support the development of new initiatives that emerge from these partnerships.
- Develop relationships with rural development leaders within the Biden Administration, including serving as a liaison for the organization with federal officials.
- Write papers, blog posts, and other communications relating to program activities.
- Serve as a public speaker on relevant topics at state, regional, and national conferences and events.
- Track and report on project outcomes on a monthly basis, and coordinate program teams to submit relevant tracking and reporting of their activities where required for program reporting.

EDUCATION & EXPERIENCE

- Demonstrable educational or work experience relating to community development and/or federal agencies.
- Experience with federal grant writing.
- Experience working with and leading project teams, including demonstrated experience taking a project from idea phase to completion.
- Ability to manage multiple projects simultaneously expected.
- Experience with interpersonal relationship and trust building within teams.
- Experience working with and coordinating external consultants preferred
- Bachelor's degree beneficial but not required.
- Must be energetic, positive, imaginative, well-organized, and capable of functioning effectively in an independent environment and on a small team.
- Strong written and verbal communication skills, and comfortable speaking in front of audiences and leading group events.
- Excellent computer skills using Microsoft Office, Google Products, applications and other relevant software.
- Interest in a position that encourages leadership, demands initiative, provides accountability, and expects flexibility and a willingness to work hard to achieve success and support communities required.

SALARY/BENEFITS

- This position is full-time and expected to be based in Charleston, WV. Position will initially be fully remote and may be permanently remote for exemplary candidates.
- The salary for this position will be commensurate with experience and will be negotiated with the applicant based on qualifications and experience.
- The Hub offers generous employee benefits including healthcare, flexible work schedules, professional leadership development resources and generous annual leave.

HOW TO APPLY

Please send a cover letter, resume, writing sample that demonstrates research ability, and three references to s.tyree@wvhub.org by February 21, 2021. Your cover letter should clearly state your relevant experience, your interest in this position/The Hub, and why you believe you are the best candidate for this position.

Applications should include “Projects Specialist” in the subject field.

The Hub is invested in building a diverse and qualified team that accurately reflects and is inclusive of the diverse talent represented throughout West Virginia. We strongly encourage and will positively consider applications from people who have been historically underrepresented in leadership roles, such as BIPOC, women and LGTBQ candidates.