
PROGRAM MANAGER

DESCRIPTION: The County of Chautauqua Industrial Development Agency (CCIDA), on behalf of its component organization, the Chautauqua Region Economic Development Corporation (CREDC), is seeking a full-time Program Manager. Under general direction, the Program Manager oversees and coordinates activities of the Chautauqua County Partnership for Economic Growth; performs a full range of varied professional and technical duties involving research, design, implementation and monitoring of projects and programs encouraging economic development; oversees grant development activities; and coordinates a variety of economic development activities relating to business development, workforce development, placemaking, housing, and infrastructure. The successful candidate will be detail-oriented, highly organized, and capable of performing multiple tasks while working independently and as part of a highly functioning and productive team. Excellent written and verbal communication skills and the ability to organize, coordinate, and conduct meetings is required.

KEY RESPONSIBILITIES:

- Oversees and coordinates multiple community and economic development projects and initiatives simultaneously.
- Manages and supervises staff and consultants to include: prioritizing, delegating tasks as required, monitoring and reviewing work.
- Negotiates and monitors contracts and agreements, authorizes payments and disbursements, utilizes CRM software, and assists in procurement when required.
- Provides short- and long-term planning, development, implementation and evaluation of assigned projects and programs.
- Leads grant writing and resource development for CCPEG-initiated projects and assists in funding partner-led projects, including the allocation of CCPEG project funding to support key priorities.
- Assists in the administrative oversight of agreements, contracts, grants, and/or regulatory compliance issues.
- Oversees work group and committee meetings and partner engagement activities.
- Prepares written and oral reports for committees and reviews, prepares and presents briefings, and reports on programs and projects status, key performance indicators, etc.
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Business Administration, Economics, Urban and Regional Planning, Economic Development, Public Policy, or a related field preferred.
- 5 years of progressive experience in project management and/or grant writing strongly preferred. Experience with federal and state funding processes also preferred.
- Significant relevant work experience can be substituted for degree requirement.

OTHER SKILLS AND APTITUDES:

- Strong understanding of project management.
- Comfortable interfacing with all levels of staff including executive leadership.
- Creative problem solver.
- Positive, upbeat work style.
- Excellent written and verbal communication skills; ability to establish and maintain good working relationships with partners.
- Ability to understand financial statements, creating and managing budgets, and monitoring project spending in accordance with grant requirements.
- Data analysis and problem-solving abilities to identify trends and make informed decisions.
- Experience with relevant software applications including MS Office Suite, Adobe Creative Suite, and CRM software.
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task, and meet deadlines.
- Enthusiasm for the mission of CCIDA, CREDC, and CCPEG and the economic opportunities in Chautauqua County.

REPORTS TO: Economic Development Manager

ESTIMATED COMPENSATION RANGE: \$60,000-\$80,000 per year, commensurate with experience. Generous benefits package.

HOW TO APPLY: Applicants should email their resume and cover letter to: aldrichn@chqgov.com.

Applications will continue to be accepted for the position until a suitable candidate is selected and accepts an offer of employment.

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