



Projects Director Position Description

The Eastern Shore Resource Conservation and Development Council (RC&D) is a 501(c)3 non-profit organization that strives to ensure a high quality of life on the Eastern Shore of Virginia by helping to protect and prudently develop the economic, natural and community development resources of Accomack and Northampton counties. The work of RC&DC is locally defined and directed by an appointed council that represents a diverse cross section of community interests.

Job Title: Projects Director

Projects Director Job Purpose: Develop and implement general and grant-funded opportunities within the RC&D mission field.

Projects Director Job Duties:

- Identify and pursue grant-funding opportunities
- Implement existing grant-funded projects
- Fiscal administration of general operating funds and grants; completing reports as required by federal, state and local entities
- Develop and maintain a collaborative network to enhance opportunities to pursue RC&D mission
- Participate with (and potentially coordinate) teams from local, state and federal agencies and other non-profit organizations
- Engage RC&D Council members in meeting day-to-day operations and long-term goals
- Accept ownership for accomplishing new and existing RC&D goals
- Explore opportunities to add value to job
- Reports to the ES RC&C Chair
- Not required to handle ES RC&DC cash

Skills/Abilities:

- Experience with grant writing and a good understanding of grants administration
- Effective oral & written communication
- Strong interpersonal and public relations skills
- Efficient time management
- Competence utilizing pertinent computer software applications, including database management, word processing, spreadsheet applications, electronic communications, and automated accounting applications and all social media platforms.
- Experience with record keeping, fund management and preparing special reports
- Ability to travel to conferences, training and other events as required to acquire and maintain proficiency in fulfilling the responsibilities of the position
- Self-motivation

- Program vision
- Following a 3-month probationary period, applicant will be eligible for permanent employee status and any accompanying pay raises. Evaluations will be done annually at the end of each fiscal year.

Location:

Accomack or Northampton Counties on the Eastern Shore of Virginia