



ASSOCIATE DIRECTOR, COMMUNITY DEVELOPMENT POSITION DESCRIPTION

Are you a **detail-oriented, passionate** person interested in supporting **rural communities** in the **southern United States**?

Are you excited to help **rural municipal leaders and business owners access technical assistance** to build their areas into thriving communities? Are you interested in operational details that support team members and clients as they seek to improve their communities and livelihoods?

If you are searching for a meaningful way to strengthen U.S. rural communities, we invite you to apply for the Associate Director – Community Development position!

Winrock International's U.S. Programs is seeking an Associate Director to support community development activities in the southern United States.

We need an Associate Director to help us **implement community development projects effectively and efficiently; identify and provide services needed by rural communities and small businesses; and supervise daily work activities of community development projects and the community development team.** We need assistance to **develop a long-term strategic plan for community development growth in the southern United States while investigating new business opportunities and curating partnerships.** We are looking for someone to **manage team members, project budgets, compliance regulations, and reporting requirements** to ensure services are provided in a timely and consequential manner.

The U.S. Programs team lives where it works. Based in Little Rock, our team implements projects across Arkansas and the mid-south to help reimagine and create vibrant communities that continue to thrive long after our projects have closed.

Working with our team also requires travel within the United States and a commitment to working with others of vast backgrounds and expertise to provide opportunity in some of America's most vulnerable locations.

What we're looking for: Candidates should have a bachelor's degree and a minimum of nine years of experience in community development. Candidates with a demonstrated commitment to improving rural community and livelihoods in the United States are preferred. Our work requires a detailed oriented individual who can quickly learn and implement internal procedures and ensure compliance with internal and external regulations. Our work requires concise and articulate business writing.

Who you will work with:

- **Vicki Malpass, PCED**, Acting Senior Director: Vicki came to Winrock after a professional career in financial services. Her Winrock career began as a Program Associate supporting high-tech and knowledge-based businesses commercialize their projects and



services in Arkansas. After 16 years, Vicki leads a team of 19 program staff who have expertise in community and economic development. Vicki is responsible for supporting the U.S. Programs team to ensure that the resources needed to effectively implement projects are always available to all team members.

- **U.S. Programs Community Development Team:** U.S. Programs' community development team mentors and supports rural community leaders on new practices and prioritizes needs and wants; connects small business owners to invaluable resources to start and maintain their own businesses in their hometowns; and connects marginalized members of our communities to training opportunities that increase their abilities to compete for and obtain living-wage employment where they live. This team consists of Jordyn Schneider, Program Officer; Jaylin Sprout, Program Associate; Chauncey Pettis, Director Arkansas Women's Business Center; and Shay Kaldem, Senior Program Associate, Arkansas Women's Business Center.
- **U.S. Programs Enterprise Ecosystem Team:** U.S. Programs' enterprise ecosystem team mentors and supports entrepreneurs and small businesses with individualized technical assistance. Services range from assisting startups with STTR and SBIR grants to helping businesses secure investment funding. We also connect entrepreneurs with local industry experts to provide a strong long-term support system to small businesses. This team consists of David Sanders, Director, Enterprise Ecosystem; Tonitrice Wicks, Senior Program Officer; Katie Thompson, Senior Program Officer; Jessica Wright, Program Associate; and Jennifer Oakley, Program Associate.

The salary range for this position is commiserate with experience and will fall between \$91,000 and \$105,000 with an additional 10% contribution to your 403b. Additional benefits package details are here: [Winrock benefits package](#).

Read more about U.S. Programs at Winrock here: [Winrock U.S. Programs](#)

Winrock International is an equal opportunity and affirmative action employer. EOE/AA

Please no agencies and no phone calls.



Program Associate

Effective with the release of this position announcement, Winrock International is recruiting applicants for a Program Associate for its U.S. Programs unit. The responsibilities, duties and qualifications are described in the attached position description.

GENERAL:

Winrock International is a nonprofit organization that works with people in the United States and around the world to increase economic opportunity, sustain natural resources, and protect the environment. Winrock matches innovative approaches in agriculture, natural resources management, clean energy, and leadership development with the unique needs of its partners. By linking local individuals and communities with new ideas and technology, Winrock is increasing long-term productivity, equity, and responsible resource management to benefit the poor and disadvantaged of the world.

SALARY:

The annual salary will be commensurate with qualifications and experience.

APPLICATIONS:

Applicants may go to Winrock's Job Openings page at <https://www.winrock.org/join-us/careers/job-openings/> to complete an online application, submit a current resume and cover letter by <closing date>.

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POSITION DESCRIPTION

POSITION TITLE: Program Associate
LOCATION: Little Rock, AR
DEPARTMENT: U.S. Programs
REPORTS TO: Program Officer and Senior Program Officer, U.S. Programs

Job Overview/Summary:

The Program Associate will support project implementation and new business development within the U.S. Programs group to assist in the effective management of entrepreneurial and small business projects. Responsibilities include coordinating support for on-going projects, including monitoring project activities on a daily basis, assisting with tracking financial and technical reports, coordinating new business activities and writing sections of proposals.

Major Responsibilities:

Support implementation of select projects by serving as the liaison between Program Officer(s), Winrock operations staff, subcontractors, vendors, and clients

- Provide support to program staff on entrepreneurial and small business development projects. This will include procuring supplies/services; supporting staff and subcontractors as needed and managing project files.
- Coordinate requests for information and applications for program support, and assisting with outreach to potential applicants, partners, and those interested in Winrock's entrepreneurial work.
- Draft subagreements and purchase orders and all follow-up with payments, including expense reimbursements, as necessary, and deliverable submission.
- Work with Program Officers, Operations, and Finance to address all problems that surface and require attention.
- Assist in recruiting consultants/subcontractors (draft scopes of work, develop contracts, arrange airfare, as needed, and manage expense reports).
- Maintain systems and information for tracking select projects such as donor requirements, project deliverables, project ending dates and project disbursement dates.
- Assist in the preparation of work plans, quarterly and annual reports to funders.
- Coordinate and support U.S. Programs' group events, especially pertaining to entrepreneurial and small business development.
- Conduct research on a range of technical topics including entrepreneurship, small business development, and industrial sectors as directed; research potential partners, other programs, etc., for projects, proposal development, and general communications/marketing of project successes, as assigned by Program Officers and/or Senior Director, U.S. Programs.
- Gather and compile best practices, success stories, and lessons learned.
- Assist in project start-up and close-out procedures.
- The responsibilities of this role are subject to modifications as required consistent with the achievements of project objectives.

Support new business. Specific tasks include:

- Serve in the role of Proposal Coordinator, assisting the Proposal Lead in setting deadlines, coordinating tasks, facilitating adherence to the proposal schedule, coordinating and revising partner inputs, and supervising proposal production and delivery.
- Serve in the role of Budget Coordinator, working with Proposal Lead to develop and finalize the proposal budget and cost documents.



- Write and compile capability statements, CVs, and other non-technical proposal components

Key Working Relationships:

Position Reports to: Program Officer, U.S. Programs

Indirect Reporting: Senior Program Officer, U.S. Programs; Senior Director, U.S. Programs

Job Requirements:

QUALIFICATIONS AND BACKGROUND:

Education: Bachelor's degree required

Experience:

- Minimum of one year of experience in supporting projects with a focus on entrepreneurial business and economic development and monitoring and evaluation processes.
- Demonstrated commitment to relevant technical issues and project areas is essential.
- Knowledge of and experience in economic/entrepreneurial development in Arkansas and the Mississippi River Delta region in the U.S. is a plus.
- Basic financial analysis or budget management experience preferred.

Skills/Knowledge:

- Relevant experience a plus in technical areas mentioned above.
- Demonstrated skills in project planning and budgeting.
- Demonstrated professional written and oral skills required.
- Ability to demonstrate the highest level of ethical standards at all times, ability to multi-task and juggle competing priorities while ensuring quality output.
- Proficiency in institutionally supported software, Microsoft Office, including high proficiency in Excel, required.
- Self-starter.
- Highly organized and able to prioritize tasks.
- Ability to meet deadlines and manage multiple tasks.
- Must be a team player with good interpersonal skills and a high degree of diplomacy and tact.
- Working knowledge of U.S. Government and state funder rules and regulations is a plus.
- Knowledge of the quantitative and qualitative monitoring and evaluation methods, especially pertaining to economic impact.
- Must conform to Winrock International's Code of Conduct, policies, and procedures.

Other:

- Ability to travel 25%, post COVID-19 restrictions.
- Must not require sponsorship to work in the U.S.

Working Environment: Standard office work environment

Commented [MV1]: Update based on remote work policy

Winrock International is an Equal Opportunity Employer. Winrock considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.

*****No recruiters or agencies, please*****



FOR HR USE ONLY:

- **BG Level:**
- **Visa requirements:**
- **Preferred start date:**
- **Replacement/New Hire:**