

JOB ANNOUNCEMENT

Title:

Management Analyst – Small Community Support
Central Pines Regional Council
Durham, NC / Hybrid

Who We Seek:

Are you passionate about helping communities make their local vision a reality? Join the Central Pines Regional Council as a Management Analyst, where you'll play a key role in promoting small town sustainability through grant writing and administration, collaboration, technical assistance, and data analysis. We are seeking a dynamic and highly motivated Management Analyst to join our team, with a specific focus on support for small and mid-sized communities.

Description of Work:

This individual will play a crucial role on the Member Support and Strategy team, assisting municipalities with grant writing and administration, strategic planning, project management, policy analysis, and implementation of innovative solutions to local challenges. This position requires a proactive individual with excellent analytical skills, strong communication abilities, and a passion for working with diverse groups of stakeholders. Key responsibilities will include:

- Identify funding opportunities, prepare grant applications through stakeholder coordination and proposal development.
- Provide technical assistance in writing proposals, developing project budgets, and gathering necessary documentation, and coordinate with stakeholders to gather input and ensure alignment on grant requirements.
- Administer grant-funded projects on behalf of small and mid-sized communities to ensure compliance and successful outcomes.
- Manage and update grant assistance program database, supporting continuous improvement, quality assurance, and streamlined automation processes.
- Gather and analyze data to assess community needs, measure project impacts, and support evidence-based decision-making.
- Work closely with small municipalities to identify their needs, develop strategies, and implement programs that enhance community resilience and growth.
- Conduct research and analysis on policies affecting small communities, provide recommendations, and assist in the development of new policies and programs.
- Build and maintain relationships with funding agencies, community organizations, and other stakeholders.
- Coordinate with regional partners to align small community initiatives with broader regional goals, fostering synergy and maximizing resources.
- Track and provide analysis on the impact of national, state, and local policy and funding opportunities to small communities, and translate into whitepapers, reports, and tools for elected officials, local government staff, and local stakeholders.

This position will require some regional travel to attend meetings and perform work in other locations around the CPRC region.

Education & Experience:

A master's degree in planning or a related field is desired. A bachelor's degree in the same field with considerable experience in municipal, county, or regional government may be considered.

At least 2 years of relevant experience in local government, community development, or a similar field. Experience working with small cities and towns is highly desirable.

Starting Salary & Benefits:

Hiring salary: \$59,709

*This position is eligible for a 5% increase after serving a 6-month probation period.

Benefits: CPRC offers a generous benefits package including paid vacation and sick leave; NC Local Government Employees' Retirement System; 5% 401(k) employer contribution; 100% employer-paid health, dental, vision and life insurance; health spending account, flexible spending account for child/dependent care expenses, hybrid and flexible work schedules

Our organization:

CPRC is a member-driven organization serving as a leading resource to connect communities and enhance their strategic priority outcomes through regional policy, collaboration, and technical assistance at the local, regional, and state level. See the kind of work we do and learn read more about CPRC's vision, mission, organizational principles, core values, and strategic focus areas at www.centralpinesnc.gov.

How to Apply:

Send completed application package (cover letter and resume) by email to employment@centralpinesnc.gov with the subject Management Analyst.

Incomplete applications will not be considered. Position is open until filled; initial review of applications begins June 24, 2024.

All employment offers will be within the stated hiring range.

CPRC is an Equal Opportunity Employer and designated Best Workplace for Commuters.