Program Manager
Job Description

Job Title: Program Manager

Position Description: Provide grant writing, program management, oversight, and full grant administration of Small Cities Development Program (SCDP) grant awards and management and performance of lead-based paint inspection services. Additional responsibilities include research of additional programs and funding resources related to housing rehabilitation.

Major Areas of Responsibility
- Overall management and administration of SCDP grants from community outreach and grant application writing to construction project management and project closeouts
- Development, monitoring, updating, and following of SCDP Policies and Procedures
- Assure compliance with all applicable State and Federal funding requirements
- Overall management of lead-based paint inspection services and conducting lead-based paint assessments and clearance inspections
- Other duties as assigned

Specific Responsibilities
1. Community Outreach and Grant Writing
   a. Research
   b. Outreach to potential city/county applicants
   c. SCDP preliminary and full application preparation and submission
   d. Facilitate meetings and public hearings with interested communities and grant awardees
   e. Facilitate meetings with interested program participants

2. Full Administration of SCDP Grants
   a. Grant kick off due diligence
   b. HUD Environmental Review
   c. Policies and Procedures for all parties – city, participants, contractors, CMHP
   d. Marketing, Kick-Off Meetings, Application processing
   e. Inspections and scope of work creation
   f. Bidding/contracts/financing
   g. Construction Management: draws, inspections, conflict resolution
   h. Project Closeouts

      i. Annual reporting requirements

3. Lead-Based Paint Inspection Services
   a. Complete initial required licensing training and maintain license through annual training and continuing education requirements for lead-based paint inspectors
   b. Conduct initial lead-based paint assessments on pre-1978 SCDP properties and prepare and provide reports to applicable parties
   c. Conduct final lead clearance inspections and prepare and provide reports to all applicable parties
   d. Maintain lead-based paint inspection equipment
   e. Research other lead-based paint inspection service opportunities outside of SCDP

Job Requirements
- General knowledge of Microsoft Office 365 (focus on Excel spreadsheets) and Adobe
- Excellent ability to multitask and quickly change tasks as needed
- Excellent oral and written communication skills
- Comfort with public speaking
- Excellent organizational skills and attention to detail
- Must be able to work full-time, flexible schedule
- Must be able to sit for extended periods, some bending, reaching & lifting to 30 lbs.
- Access to reliable transportation with ability to travel within a 4-hour radius of St. Cloud
- Valid driver's license
- Must be able to work onsite (not a remote position)

Preferred Experience
- Experience with management of renovation/rehabilitation construction projects
- Experience with/knowledge of construction processes, codes, materials
- Experience with grant management or administration
- Experience with lead paint testing