

## **Deputy Director of Community Resources**

The Deputy Director supports the Chief Rural Affairs Officer and Director of Community Resources to manage RCAP Solutions' rural community programs which currently concentrates on water, wastewater and solid waste initiatives in the nine north-eastern states and the US Caribbean. This role will assist the Director of Community Resources in administering programming in the corporate office, interface with the national RCAP affiliate as directed, along with providing support to the organization and field staff to ensure grant compliance, reporting and other activities as directed.

### **Key Responsibilities:**

- Acts as a resource at Headquarters for RCAP Solutions program inquiries or referrals and in doing so while working under the Director of Community Resources coordinates closely with all organizational departments;
- Integrates with the field operation and development staff to build out, implement, new/existing contracts and or other initiatives
- Provides drafting and/or review of written responses supporting Director of Community Resources in organizational initiatives and national network needs as requested;
- Maintains the National RCAP Regional Agreements & reports out regularly as required by funders;
- Acts as a DCS database power user and assists staff with troubleshooting and working with data and reporting
- Actively participates in conference calls as directed with national and others upon request including involvement in national committees and work groups;
- Works with Development team to identify potential new funding sources to support rural expansion and assist with grant application writing and submittal activities; Builds out dashboard reports and deliverable tracking mechanisms and other benchmarking needs
- Reviews and provides feedback on staff writing and communications copy related for rural programs
- Works with State Leads to track state – to – state initiatives/announcements/leveraging for public relations efforts and possible branding efforts;
- Assists the Chief of Rural Affairs and Director of Community Resources in budget development, tracking and designing workplans for funders and staff;
- Analyze the outcomes and other reports to determine if there are issues to address or new opportunities to develop and advise Director of Community Resources accordingly;
- Assists with staff and team management and training and allocation of resources;
- Plan and implement regular phone, webinar and in person staff meetings in order to provide continuity to program efforts;
- Takes a lead role in the planning and implementation of the annual DC fly in and other federal and state advocacy efforts;
- Review resumes for open department positions and assists with the interview and selection process;
- Provide new staff orientation and training with oversight and coordination with HR department;
- Provides training to internal staff and external partners, and facilitates collaborative processes as needed;
- Networks and builds relationships with new and existing funders and partners to support rural expansion goals;
- Interfaces with staff, clients and partners in the field throughout the region as needed;
- Provides support to the internal training team and National training work group as needed to ensure quality



- product delivery and deliverable compliance;
- Other duties as required.

**Education and Experience Requirements:**

- Bachelor’s Degree in a related field required. Masters or higher preferred.
- Knowledge of State and Federal grant reporting and filing of forms on relevant federal or state internet sites; experience with private sector funding a plus;
- Strong grant writing and contract develop and management skills;
- Strong public speaking skills;
- Data & computer expertise: Microsoft office suite required. SharePoint experience and working with databases a plus;
- Strong written communication skills & grammatical structure;
- Ability to set in motion a vision while working with other and use appropriate project management tools;
- Inter-personal communications including in-person, telephone and online conference systems;
- Budget & finance acumen and ability to develop and manage budgets for grant applications along with fee for service proposals;
- Ability to be self-motivated and independent but also work in a collaborative team environment;
- Working knowledge of water, wastewater, solid waste and other rural community development issues;
- Experience with curriculum development, facilitation, training planning and implementation a plus;

**Certifications or Licensures:**

- Possession of a valid driver’s license and proof of insurance requirements for business travel on behalf of RCAP Solutions.

**Working Conditions:**

- Work in a professional business environment.
- Regular travel throughout the region and to national RCAP events is required

**Supervisory Responsibilities:**

- Field Staff – indirect supervision and ability to provide program oversight as appropriate

**Location: Gardner/Corporate Office, Ma**

**Grade Level: 20**

**Compensation and Benefits:**

- RCAP Solutions, Inc. offers an excellent compensation and benefits package, including health, dental, 403b, vacation, 13 paid holidays, STD/LTD, etc.

**To Apply:** Interested candidates should submit a resume and cover letter to:

**RCAP Solutions, Inc.**

Human Resources Department

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