SPECIAL PROJECTS MANAGER

**Special Projects Manager**
**Location:** Roanoke, VA 24016  
**Salary:** $45,000  
**Job Type:** Full-time

Are you skilled at managing new initiatives and forming strong community partnerships? Do you enjoy collaborating in a team environment? If so, join the team at Southeast Rural Community Assistance Project, Inc. (SERCAP).

SERCAP is a regional program operating in seven states including Delaware, Maryland, Virginia, North Carolina, South Carolina, Georgia and Florida. SERCAP provides training and technical assistance to low-income communities and community-based organizations to assist with developing affordable safe drinking water/sanitary waste facilities and other needed services to serve low-income rural residents.

The impact that SERCAP has on the lives of clients is impactful and long-lasting. SERCAP’s success stories includes providing appropriate water and wastewater resources to keep families together in their homes, being a funder of last resort to underwrite certain home loans, and helping schools remain open by providing funding for clean water. Visit our [website](#) to learn more about our team and what we do.

SERCAP is the perfect place for someone who is driven by the mission of the agency and dedicated to serving the community.

**What You’ll Do**

As the Special Projects Manager, you will assist the agency across various functional areas, manage the development of special projects and new initiatives, and support community engagement activities as directed by the Department Director. You will play an integral role in building a strong partnership with colleges/university, volunteers, funding agencies and business community, engaging them in all aspects of supporting and growing the program region.

You will report to the Director of Housing and Community Development.

**Duties & Responsibilities:**
- Manage special program activities as outlined in work plans.
- Obtain and maintain the Results Oriented Management and Accountability Certification (ROMA).
- Obtain the Eli Entrepreneurship Facilitator Certification within 6 months of employment.
- Write and manage grants.
- Manage entrepreneurship programming and training classes, as well as conduct workshops.
- Explain and discuss procedures and process of agency policy and have general knowledge on SERCAP programs and projects.
• Give presentations on agency activities and be able to meet with local, state, and federal agencies.
• Event planning for SERCAP’s Open House, Water Is Life Banquet/Activities, educational workshops, and fundraiser.
• Update, maintain and set up SERCAP display at business functions and seminars/workshops.
• Update and maintain website.
• Perform other duties as needed and directed by the Department Director or CEO.

What We’re Looking For

A self-starter who is resilient, internally motivated, creative in nature and able to learn quickly in order to execute tasks in a timely manner. The ideal team member will:
• Be very energetic, have a positive attitude, and display patience and persistence, especially when dealing with internal and external constituents.
• Be willing to work on tight timelines, display a sense of urgency and follow through, and pitch in when needed across the agency.
• Have a high tolerance for fluid work environment and be comfortable being held accountable to expectations.

We’re looking for someone who has the ability to:
• Create collaborative relationships
• Effectively juggle competing needs
• Work autonomously
• Inspire and engage passion in our programs

Education:
• Bachelor’s degree business or public administration and/or 4 years of work experience that is equivalent.

Skills / Knowledge:
• Strong social media, verbal and written communications skills
• High degree of both logical and interpersonal skills
• High attention to detail
• Problem solving abilities
• Strong computer skills preferred (MS Excel, Word, Outlook, Internet research)
• Knowledge of HTML
• Knowledge of business development processes
• Knowledge in using entrepreneurship educational tools

What’s Required

• Ability to work full-time during normal business hours, which are Monday – Thursday 8:00 a.m. – 5:00 p.m. and Friday 8:00 a.m. – 12:00 p.m.
• Ability to work full-time from the Roanoke, VA office. This is not a remote position. Due to COVID-19, there is a temporary policy in place that allows for telework for part of the week.
- A valid **driver’s license** and proof of insurance that meets the minimum requirements ($100,000/$300,000) of SERCAP corporate liability policy may be required when traveling for business purposes.
- Ability to travel **25% - 50%** throughout the seven-state region. Unscheduled and frequent travel required, including overnight travel.

**Why You Should Apply**

In addition to working with dedicated team members, employees have access to the following benefits:

- Health Insurance
- Dental insurance
- Vision insurance
- Retirement Plan
- Paid Time Off

**EEO Statement**

SERCAP is an equal opportunity employer and does not discriminate or allow discrimination on the basis of race, color, religion, gender, age, national origin, citizenship, disability, veteran status or any other classification protected by federal, state, or local law.