



The La Plata Economic Development Alliance | Program Manager

Reports to: Executive Director

Location: Durango, Colorado (On-Site, with flexible work schedule)

Employment Type: Full-time

Overview

The La Plata Economic Development Alliance is a nonprofit, county-wide economic development organization committed to fostering a vibrant and resilient local economy. We partner with businesses, government agencies, educational institutions, and community stakeholders to create opportunities for growth, workforce development, and community prosperity.

As the Economic Development Alliance Program Manager, you will play a crucial role in our organization's program management. You will oversee mission pillar programs (workforce development, attainable housing, and building business capacity) grant management and financial reporting, and compliance with regulatory requirements. This role works closely with the Executive Director and other staff, reporting directly to the Executive Director. This position requires strong analytical skills, attention to detail, process building, and a passion for making a positive impact in our mission-driven work to create a vibrant and resilient economy through the recruitment, retainment, and growth of business to preserve our quality of life.

Program Management Responsibilities

- Workforce Development Project RUN (Rural Upskill Network) | ensure trainings are coordinated between locations, facilitators, learners' microcertification completion, and quarterly grant reporting
- Attainable Housing | support the Catalyst Fund and Regional Housing Alliance of La Plata County programs administration
- Building Business Capacity | lead the Opportunity Network program, monthly Investor Member Meetings, and Annual Alliance Summit the largest business and leadership event in the region.
- Member Relations | Cultivate relationships with members, donors, and funding partners through Salesforce/CRM management.
- Continuous Improvement | Identify opportunities for process improvements and efficiency gains within the organization, and implement best practices to optimize operations.

- Contract Administration | Manage contracts and other documentation needed for individuals and entities serving as subcontractors to The Alliance

Qualifications

1. Bachelor's degree or equivalent experience.
2. Program or project management experience with experience of managing projects or programs to successful outcomes.
3. Ideal for a professional who thrives in a small team environment, enjoys variety, and is comfortable switching between strategic and detail-oriented tasks
4. Proficiency in Google Suite, Salesforce, and Zoom, with the ability to quickly learn new systems and processes.
5. Excellent communication and interpersonal skills, with the ability to effectively interact with stakeholders at all levels.
6. Proven leadership abilities, with experience supporting teams and driving results in a collaborative environment.
7. Ability to think strategically, solve complex problems, and make data-driven decisions.
8. Commitment to the organization's mission and values, with a passion for social impact and community service.

Benefits

- Competitive salary commensurate with experience. (\$55,000-\$70,000 annually)
- Comprehensive benefits package, including health insurance, retirement savings plan, and paid time off.
- Opportunity to make a meaningful difference in the lives of others and contribute to positive social change.
- Professional development and training opportunities to support career growth and advancement.
- Opportunities to engage directly with regional leaders, investors, and policymakers
- A dynamic and supportive work environment with a diverse and mission-driven team.