MID-CAROLINA
REGIONAL COUNCIL
Creative Regional Solutions

Position Title: Special Project Manager – Workforce Development

Location: Fayetteville, North Carolina (regional travel required)
Employment Type: Full-Time
FLSA Status: Non-Exempt
Salary: Hiring Range: $62,683-$68,000
Application Deadline: Open until filled

Position Overview

Mid-Carolina Regional Council (MCRC) and Mid-Carolina Workforce Development Board MCWDB are seeking a qualified and motivated Special Projects Manager to lead and coordinate workforce development grant activities for its member jurisdictions and administration.

The Special Project Manager will serve as a primary resource to our member governments, with responsibility for identifying funding opportunities, preparing and administering grants, and managing Workforce Development projects on a regional and local basis. The position requires independent judgment, strong organizational skills, and the ability to work collaboratively across jurisdictions.

Essential Duties and Responsibilities

- Serve as lead staff for Workforce Development grants, from opportunity identification through project closeout.
- Serve as lead staff for grant initiatives and the My Future So Bright Summer Program in collaboration with other lead agencies.
- Research, track, and communicate state, federal, and other funding opportunities applicable to local governments.
- Prepare grant applications, scopes of work, budgets, schedules, interlocal agreements, and supporting documentation.
- Administer awarded grants, including monitoring progress, preparing reimbursement requests, ensuring compliance, and completing required reporting.
- Manage multiple projects simultaneously while ensuring adherence to funding requirements, timelines, and budgets.
- Support workforce development initiatives related to housing, infrastructure, economic development support, and quality-of-life improvements.
- Prepare and deliver written reports, presentations, and briefings for boards, committees, and elected officials.
- Maintain accurate grant and project records consistent with audit and reporting standards.
- Perform related duties as assigned to support MCRC and MCWDB programs and member needs.

Minimum Qualifications

- Bachelor's degree in public administration, business administration or closely related field.; or, Associate's degree with 2 years of human services experience.
- Three (3) years of progressively responsible experience in local government, regional organizations, grant management, or project management.
- Demonstrated experience with state and/or federal grant programs.
- Strong written and verbal communication skills.
- Ability to manage multiple projects and deadlines with minimal supervision.
- Proficiency with Microsoft Office and standard project management or tracking tools.
- Demonstrated ability to multitask in a busy setting.

Preferred Qualifications

- Master's degree in public administration, business administration or closely related field.
- Experience working for a council of governments, Workforce Innovation Opportunity Act or multi-jurisdictional organization.
- Familiarity with North Carolina funding programs and compliance requirements.
- Grant writing certification or Project Management Professional (PMP) certification.

Benefits

- Participation in the North Carolina Local Governmental Employees' Retirement System (LGERS)
- Health, dental, vision, and life insurance options
- Paid holidays and leave
- Professional development opportunities

How to Apply

Submit a resume, cover letter, and references to Samantha Wullenwaber, Mid-Carolina Regional Council Executive Director at Swullenwaber@mccog.org. Applications will be reviewed as received until the position is filled.