



New River Valley Regional Commission – Grant Management & Network Facilitator

Are you interested in an important role that will support the wellness of the region and work to address the opioid crisis? The New River Valley Regional Commission is seeking an experienced, detail-oriented, and collaborative Grant Management & Network Facilitator to support regional efforts addressing the opioid crisis and advancing community well-being. This position helps local governments and partner organizations plan, implement, and track programs focused on prevention, treatment, recovery, and harm reduction. Key responsibilities include managing grant compliance, monitoring fiscal and performance data, reviewing partner invoicing, and ensuring alignment with funder and fiscal agent requirements. The position will also facilitate the Housing and Transportation Technical Teams, which focus on improving services for the region's most vulnerable populations within the NRV Recovery Ecosystem. In addition, this role supports outreach, partnership engagement, and the development of targeted and regional public education campaigns on addiction, recovery, housing, and community well-being.

The successful candidate(s) will enjoy working collaboratively with a multidisciplinary team that includes professionals in public health, public relations, planning, substance use treatment and prevention services, peer recovery specialists, justice-involved services, supportive housing, health care, local governments, and partner agencies.

This is a grant-supported position that will contribute to various projects in an environment where continued professional growth is encouraged and expected. Familiarity with regional work in public health, substance use disorder or treatment, justice involved, and/or public relations is desired. Any combination of education and experience equivalent to graduation from an accredited college or university with a BA/BS degree with a minimum of three years of relevant experience, or a Master's degree with a minimum of one years' experience. Hiring range is \$45,000-\$75,000 (full time) with an excellent benefits package or \$25-40/hour (part time), DOQ, EOE. The Regional Commission actively seeks to employ a diverse team to serve the region and is committed to engaging all communities in the New River Valley.

All applicants must complete an Employment Application found on the Commission website and submit a cover letter, resume and a sample of work in pdf and/or interactive format. Position will remain open until filled. Materials should be emailed to Anna Champion, Program Administrator, achampion@nrvrc.org or by mail to the New River Valley Regional Commission, 6580 Valley Center Drive, Suite 124, Radford, VA 24141. EOE. Full position advertisement and application for employment can be found at <https://nrvrc.org/news/careers>.

JOB DESCRIPTION: Grant Management & Network Facilitator

General Statement of Duties

The Grant Management & Network Facilitator is expected to be skilled at coordinating and facilitating collaborative meetings, public speaking, professional and technical writing, budgetary oversight and tracking, and have excellent communication skills. This position will lead and support projects in a fast-paced team environment.

Essential Functions

- Oversees grant administration involving multiple funding source fiscal tracking and assists with partner grant documentation;
- Interprets program guidance from the funder and assists with partner communication and verification of expenditures;
- Promotes and coordinates wellness and opioid abatement programming across the region;
- Facilitates meetings with local and regional partners including monthly Housing Technical Team and quarterly Transportation Technical Team;
- Develops and updates program Key Performance Indicator tracking for regional sharing and reporting;
- Writes blog posts, newsletter articles as assigned;
- Works closely with the NRV Recovery Ecosystem Leadership Team and local government leadership, among other collaborators;
- Seeks and pursues aligned funding opportunities for sustainability of community health programs;
- Attends on-site meetings as needed and assigned;
- Attends evening meetings as necessary;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities

Experience in grant management, public administration, public health, trauma informed care, justice involved supports, planning, and/or public relations. Creative problem-solving skills to gather relevant information and analyze data. Effective written and verbal communication skills. Ability to work independently and in a team environment. Strong project management ability demonstrated. Experience in grant administration and familiarity with state and federal funding sources is preferred.

Physical effort, dexterity, visual acuity, hearing, and speaking

The physical exertion requirements of this job are classified as sedentary work. In general, lifting or carrying tasks are not in excess of 10 pounds. A certain amount of walking and standing is often necessary to carry out job duties. The job requires normal visual acuity, depth perception and field of vision. Individuals must be able to speak clearly in person and over the phone.

Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with a BA/BS degree with a minimum of three years of relevant experience, or a Master's degree with a minimum of one years' experience.

Continuing Education

Dedication and willingness to continue education through attendance of conferences, participation in professional associations; and/or completion of courses, certificates, seminars, or distance learning modules is encouraged.