



CBCOG Title: Project Manager

Department: Economic Development

Reports to: CBCOG Director of Planning and Economic Development

Directs: None

Exempt Position

Full Time In-Person

Summary:

This position will manage CBCOG grant-funded projects to ensure timely execution, compliance, and alignment with organizational goals. Additionally, this role will manage communication between affected parties, maintain accurate documentation, and manage deliverables.

Duties:

- Conduct research for grant and loan opportunities applicable to wastewater treatment plants and water quality improvements in the government sector.
- Develop and submit grant and loan applications in accordance with established guidelines.
- Develop detailed project timelines to ensure metrics and deliverables outlined in the applications are met within required timelines.
- Monitor the budget on projects to ensure expenditure is on track and the proper allocation of funds. Prepare and submit financial reports and performance metrics to management.
- Serve as the primary point of contact for funders, partners, internal stakeholders, and community leaders to facilitate progress and expectations of deliverables.
- Coordinate meetings with involved parties, including setting agenda, providing materials, and producing minutes.
- Procure and collaborate with engineering and consulting services to ensure deliverables are met within established timeframes.
- Provide communication by ensuring the CBCOG website reflects up-to-date information for meetings, agendas, and approved minutes.
- Participate in disaster planning and prevention programs, including weather-related conferences typical to surrounding areas such as hurricanes. Act as CBCOG liaison for the Coastal Bend Alliance for Sustainable Stormwater.



- Collaborate with organizations in areas of water quality, transportation planning and other programs to enhance partnerships and reduce duplication of efforts.
- Other projects or duties as assigned.

Education & Experience

Bachelor's degree in related fields (Environmental Science, Public Administration, Political Science, Engineering or related); or equivalent experience in program management, grant management or other role with responsible experience. Environmental experience is preferred but not required. Experience with federal or state grant writing is preferred.

Minimum 3 years related experience

Knowledge, Skills and Abilities

- Ability to interpret and apply grant requirements
- Ability to communicate clearly and effectively
- Ability to manage multi-part projects
- Ability to manage budgets and maintain fiscal responsibility
- Ability to manage time constraints of project deadlines

Salary: \$75,000

Employer paid health insurance to include vision and dental coverage

Retirement 2:1

Vacation

Sick leave

Paid Holidays 13

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