



BEAD Program Manager

About

NEKCV is a community-driven organization whose mission is to ensure high-speed broadband internet service is available to the most rural and underserved communities in the Northeast Kingdom and Central Vermont. Founded in 2020 as a Communications Union District, we began network construction in 2021. We're a growing company of 30 employees, which means there's lots of room for growth and learning. At NEKCV, we're committed to creating an inclusive culture where all employees feel welcomed and valued. As we continue to grow, we are seeking a Broadband Equity, Access, and Deployment (BEAD) Program Manager.

Position Summary

The BEAD project is a \$106 million federal grant project awarded to NEKCV to bring fiber-optic broadband internet service to the remaining unserved addresses in our 72 town district.

The **Program Manager** will lead NEKCV's Broadband Equity, Access, and Deployment (**BEAD Program**) initiatives, overseeing planning, execution, compliance, and reporting for federally funded broadband expansion across the Northeast Kingdom and Central Vermont. This role should serve as the Executive Director's strategic partner—providing operational leadership, supervising program staff, coordinating contractors, and ensuring NEKCV meets all NTIA, federal, state, and local requirements.

The Program Manager will manage complex infrastructure projects, maintain rigorous grant compliance, and represent NEKCV with municipalities, state agencies, vendors, and community partners.

The ideal candidate for this BEAD Program Manager position will be a highly motivated and detail-oriented individual, possessing a comprehensive understanding of project management best practices preferably with either a background in managing federally funded programs or infrastructure grants and telecommunications infrastructure and/or construction.

This position is ideal for a project management professional with telecommunications or infrastructure experience who can balance technical project execution, regulatory compliance, financial oversight, staff supervision, and stakeholder engagement to successfully deliver our BEAD-funded broadband project.

This position ensures projects are completed on time, within budget, and in compliance with federal, state, and local regulations. The Program Manager serves as the primary liaison between internal teams, contractors, government agencies, utility partners, and community stakeholders to ensure all deliverables are on time and within the allocated scope and budget.



The selected candidate will have a proven track record and extensive knowledge of best practices in project tracking and management.

Key Responsibilities

- **Program Leadership** — Serve as second in command; act as organizational lead when the Executive Director is unavailable.
- **BEAD Program Execution** — Oversee all BEAD-funded activities including planning, procurement, construction coordination, and reporting.
- **Grant Compliance & Reporting** — Ensure adherence to NTIA BEAD rules, federal Uniform Guidance (2 CFR 200), and Vermont PSD requirements.
- **Budget & Financial Oversight** — Manage multi-million-dollar program budgets; track expenditures; coordinate with finance staff on reimbursement and audit readiness.
- **Vendor & Contractor Management** — Oversee engineering firms, construction contractors, ISPs, and technical consultants.
- **Stakeholder Engagement** — Coordinate with towns, regional planning commissions, utilities, and community partners.
- **Data & Performance Management** — Maintain dashboards, milestones, KPIs, GIS data, and progress reports.
- **Risk Management** — Identify program risks; develop mitigation strategies; ensure continuity of operations.
- **Policy & Compliance Monitoring** — Track federal/state regulatory changes affecting BEAD-funded broadband deployment.
- **Team Leadership** — Supervise program staff; support hiring, onboarding, and performance management.
- **Public Communication** — Prepare presentations, updates, and public-facing materials for NEKCV board, towns, and residents.
- Develop comprehensive project plans and schedules that are aligned with project objectives and grant requirements.
- Manage project progress, identify potential risks, and implement mitigation strategies to maintain project timelines.
- Coordinate and lead cross-functional teams, including engineers, contractors, and third-party vendors, to ensure smooth project execution.
- Monitor construction and grant budgets.
- Work with the Construction Manager to ensure compliance with industry standards, local regulations, and company policies throughout all construction phases.
- Prepare and present regular project updates to stakeholders, including senior management.
- Facilitate clear communication between all project stakeholders and promptly address any issues or concerns that may arise.
- Conduct post-project evaluations and apply lessons learned to enhance future project delivery.



Grant & Regulatory Compliance

- Ensure compliance with all BEAD program requirements, NTIA guidance, state broadband office requirements, federal, state and municipal purchasing requirements, labor standards, environmental regulations, construction requirements, as well as testing and reporting obligations.
- Work across departments to ensure accurate project documentation and records for audits and reimbursement requests.
- Coordinate required reporting related to grant performance, financial tracking, workforce compliance, and build progress.
- Support preparation and submission of grant milestone reimbursement documentation and grant deliverables.
- Monitor prevailing wage, Buy America, permitting, and environmental compliance requirements.

Documentation & Reporting

- Ensure the maintenance of detailed project records including schedules, permits, contracts, change orders, compliance documentation, and construction updates.
- Prepare regular progress reports, dashboards, and presentations for leadership and funding agencies.
- Support audit readiness and grant closeout documentation.

Required Qualifications

- Bachelor's degree in public administration, engineering, project management, telecommunications, or related field.
- 5–10 years of experience managing large-scale infrastructure, broadband, or public-sector programs.
- Demonstrated experience with federal grants, especially NTIA, USDA, or FCC programs.
- Strong understanding of broadband deployment, fiber networks, and rural infrastructure challenges.
- Proven ability to manage budgets, contractors, and multi-stakeholder environments.
- Excellent communication, analytical, and organizational skills.
- Ability to work independently, lead teams, and make decisions under pressure.

Preferred Qualifications

- Master's degree in a relevant field.



- Experience with Vermont's CUD (Communications Union District) model.
- Familiarity with GIS systems, broadband mapping, and network engineering terminology.
- PMP, CAPM, or similar project management certification.
- Experience working with rural communities or public utilities.

Benefits

- Benefits are competitive, including 100% health insurance for the employee and up to 75% for the family; 30 days of combined time off; dental, vision, short and long-term disability, life insurance, and up to 3% retirement match
- Paid time off and holidays.
- Professional development opportunities.
- Salary range is \$120,000 to \$150,000 depending on experience.

Application Process

Interested candidates should submit a resume and cover letter outlining relevant experience and qualifications to careers@nekcvt.org

Equal Opportunity Employer

NEKCV is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.