

Commonwealth Regional Council

Executive Director Job Description

Title: Executive Director

Organization: Commonwealth Regional Council

Supervisor: Commonwealth Regional Council Board of Directors

Salary: Board Negotiated

General Statement of Job

The Executive Director leads the work of the Commonwealth Regional Council (CRC) providing leadership and support to both the CRC and to staff. This position develops relationships with localities and community stakeholders to initiate new regional programs and revenue sources for the CRC. Under the general direction of the CRC Board, this position also promotes positive and sustainable local government cooperation throughout the area of its membership. The Director, in consult and collaboration with the CRC Board, shall dedicate his/herself to originating, identifying, and capitalizing on opportunities to form, facilitate, and enhance local and regional partnerships. The Executive Director leads through innovation, strategic planning and excellent customer services.

Specific Duties and Responsibilities

Essential Functions include the following, together with other projects and duties as assigned:

Build relationships at the local and state level that lead to the development of regional cooperative programs which improve public services and lower costs to localities.

Develop and oversee development of regional planning programming in a manner complementary and consistent with the CRC mission, in consultation and collaboration with the Board.

Identify opportunities for the advancement of both regional planning initiatives and their subsequent implementation.

Identify and capitalize on opportunities to further partnerships between applicable state and federal agencies, CRC members, and adjoining jurisdictions.

Identify new areas and trends where the CRC can provide services both to assist localities, K-12 schools, higher learning institutions, volunteer fire departments, police departments, 501C3 Nonprofits to provide additional revenue sources to these organizations.

Manage the timely research and writing of effective grant proposals.

Participate on agency and applicable outside committees and boards.

Provide advice and technical assistance to the other CRC partner organizations.

Manage human resources operations for the CRC.

Manage CRC service delivery operations.

Manage CRC communications.

Undertake special management projects as needed.

Prepare reports, facilitate meetings, and coordinate planning projects as needed and assigned.

Oversee organization procurement and special Code of Virginia requirements such as Freedom of Information Act.

Responsible for preparing CRC Board meeting agendas.

Manage the day-to-day operations of the CRC.

Hires, trains, promotes, disciplines, and dismisses CRC employees in accordance with official policies and guidelines.

Direct and motivate the CRC staff.

Oversee the accounting and payroll operations/functions.

Responsible for developing and managing the annual budget for the CRC.

Oversee the creation of a new Regional Economic Development Organization (REDO) for the CRC region footprint. This process is currently being rolled out. The Director will continue oversight of the REDO.

Knowledge, Skills, and Abilities:

Demonstrate experience in interacting with a variety of public agencies, private sector partners and prospective businesses.

Ability to work independently and as a contributing member of a regional planning team, within established time and budget constraints.

Experience in grant writing and grant administration.

Familiarity with local comprehensive planning.

Exhibit excellent written and oral communications skills.

Demonstrate record of strong leadership capabilities.

Demonstrate proven record of collaboration.

Demonstrate capacity for creative thinking.

Exhibit strong planning and management skills.

Demonstrate knowledge of the theory, principles and practices of economic and community development and project management.

Ability to communicate complex ideas effectively both orally and in writing.

Possess strong financial experience.

Education and Experience

Bachelor's Degree from an accredited four-year college or university with major coursework in government, public administration, economics, entrepreneurial or equivalent combination of education and experience. Master's Degree and professional certifications preferred (but not required).

Five (5) years of progressively responsible leadership experience in the field of regional cooperation, planning, public administration, private sector development or government relations, or any combination thereof.

Experience working with both urban and rural communities, private sector businesses and institutions, and state government.

Acceptable driving record and ability to obtain a valid driver's license issued by the Commonwealth of Virginia.

Physical Conditions and Work Environment

Work is normally performed in office environment in a seated position; regularly required to use fingers and hands to operate computer and other equipment and to gather, sort and process documents; regularly required to talk and hear; is occasionally required to stand, walk, and to lift or moving objects of up to 20 pounds; and requires close vision and ability to adjust focus. Occasional need to travel beyond outside of the area overnight will be required.