



## **GO Virginia Region 8 Executive Director**

### **Position Description**

The GO Virginia Region 8 Executive Director reports to the Region 8 Executive Committee and leads the operations of the regional economic development council. The Executive Director is responsible for leading the evaluation, coordination, and implementation of GO Virginia Region 8 initiatives. This work relies on partnerships formed among business, economic development agencies, government, education, non-profits, entrepreneurs, chambers of commerce, and private foundations. A major part of the Executive Director's work is guided by the Region 8 Growth & Diversification Plan, updated in 2023. The Executive Director collaborates with the Northern Shenandoah Valley Regional Commission (the support organization contracted by DHCD) and the Central Shenandoah Planning District Commission.

The Executive Director is expected to be an innovative leader who can both lead and manage initiatives. Region 8 expected outcomes include: consistent submission of project investment applications, cross-region business scale-ups of successful programs that support a growing economy, an increase in out-of-region revenue to support in-region wealth creation and development, and Region 8 Council operational stability.

The GO Virginia Region 8 Executive Committee seeks a full-time (32-40 hours/week) Executive Director, who is passionate about economic and workforce development and understands the geographic and economic diversity of the Region 8 footprint. Minimum Qualifications for the position include:

- Bachelor's degree, preferably in business, economics or related field,
- Minimum of five years' experience in public administration and/or economic development,
- Demonstrated organizational skills, including an understanding of and experience with complex programs and policy,
- Excellent oral, written, presentation and group communication skills,
- Ability to function independently while maintaining productive and engaged relationship with the Region 8 Executive Committee, and
- Demonstrated experience building collaborative relationships, partnerships and alliances with stakeholder groups.

Core competencies required for this position include:

1. Grant application pipeline management and grant application management according to GO Virginia policies, guidance and eligibility requirements. "Shepherding" grant applicants through the submission, review, evaluation and award process, including post-implementation evaluation.
2. Council and Committee meeting preparation and management, including quarterly Council and Grant Review Committee meetings and regular Executive Committee meetings.
3. Council Development: assistance in recruiting and on-boarding future Council members.
4. Advocacy: outreach to state, regional and local stakeholders, including elected officials.
5. GO Virginia Program Compliance: understanding policies and procedures through frequent communications with DHCD, annual reporting and budgeting.

## **Principal Responsibilities and Duties**

### Project Pipeline Development and Coalition Building

- Reviews and executes strategies contained within the Region 8 Growth & Diversification Plan as approved by the Regional Council, to include efforts to ensure sufficient grant applications.
- Develops and cultivates alliances and partnerships with regional stakeholders as well as out-of-region partners, resulting in increased funding and technical resources for the Region.
- Coordinates communication with and implementation of strategies among constituent groups with particular focus on those in Region 8, including existing economic development organizations, innovation assets, existing employers, workforce initiatives, educational entities and non-profit entities.
- Adheres to the GO Virginia State Board and Virginia Department of Housing and Community Development (DHCD) guidelines and ensures projects are aligned with Region 8 and Go Virginia State guidelines.
- Communicates frequently with applicants and DHCD through the project application process, attends “pitch” calls with DHCD and State Board review committees, oversees “feedback loop” questions and answers communications between the applicant and DHCD staff and works with DHCD on contract negotiations and finalization.
- Serves as the primary point of contact for potential applicants by providing technical assistance as they navigate the application process. Attends kick off and status meetings with applicants/grantees as scheduled by Planning District Commission staff.

### Council Development

- Works closely with the Region 8 Chair, Vice Chair and Executive Committee to identify potential Council members to achieve near-term and long-term Council membership stability and appropriate sector representation. Advises Executive Committee on members’ levels of engagement to determine continuing service in 2- or 4-year terms.
- Works closely with the Region 8 Council Chair to appoint Council members to serve on committees.
- Provides updates to the Council, monthly at a minimum, of staff activities, economic development successes, grant application pipeline, and other news of interest in the Region.
- Strives to provide relevant, knowledgeable speakers for Council meetings.
- Develops relationships between local and regional economic developers and Council members.
- Values and leverages the time and intellect of public and private Council members.

### Administration

- Coordinates with administrative staff to ensure Council tasks are completed in a timely manner and to guide meeting future needs.

- Attends monthly meetings with DHCD and other GO Virginia regional leaders and support organizations.
- Attends DHCD annual retreat for regional leaders, in Richmond or elsewhere.
- Attends quarterly State Go Virginia Board meetings, whether virtually or in person.
- Represents Region 8 at various local and regional chambers of commerce, Virginia Economic Developers Association conferences, and other events.
- Prepares agendas and meeting summaries for bi-monthly virtual Executive Committee meetings.
- Coordinates arrangements for Quarterly Council and Committee meetings, including:
  - Council and Committee agendas, notice of meetings, expected attendance to ensure a quorum, meeting location, catering (as necessary), and technology connectivity;
  - Distributes material to the Council and oversees administrative functions required to ensure meetings run smoothly and Council members find value in attendance; and
  - Develops presentations, handouts, etc.
- Prepares or oversees preparation of the Annual Report, which includes Capacity Building Budget, organizational chart, and memoranda of understanding with support organizations and independent contractors. Submits these reports on time to DHCD.
- Serves as the primary liaison with DHCD through regular interaction with the state board, DHCD and other agencies. Develops relationships with these key partners and works collaboratively with them to successfully advance Go Virginia objectives. Ensures adherence with FOIA/COIA requirements.

#### Communication and Outreach

- Directs the design and implementation of an outreach and communication strategy used by the Region 8 Council including the use of communication tools such as newsletters, social media, marketing collateral, presentation materials and website.
- Leads the development of a branding initiative for Region 8 Council, to include significant stakeholder engagement in the development process. [When needed]
- Builds and maintains relationships with stakeholders including funders, employers, localities, education/workforce entities in the Shenandoah Valley as well as other Regional Councils throughout the Commonwealth.
- Stays attuned to and identifies best practices from other regions.
- Establishes and maintains a strong ongoing relationship with higher education institutions and the Shenandoah Valley Partnership to realize benefits from the region's educational and support resources and capacity development expertise.