

**TRANSTECH ALLIANCE
(VIRGINIA'S GROWTH ALLIANCE)
EXECUTIVE DIRECTOR JOB DESCRIPTION**

POSITION SUMMARY

The position functions as the chief executive officer having overall management responsibility for the successful operation of the organization. The position requires extensive knowledge of and commitment to issues related to rural economic development, familiarity with public and private sector programs that serve rural southside Virginia. A proven track record demonstrating effective and innovative leadership and experience is desired. The position requires someone that can effectively interact with rural communities, industries, stakeholders, state and local elected and appointed leaders and staff.

RESPONSIBILITIES AND POSITION FUNCTIONS

- **Board Relations**
 - Generate annual and long-term program plans with the Board and Committees of the Board and obtain Board approval.
 - Prepare annual budgets for Board adoption.
 - Develop, maintain, and execute the annual work plan and deliverables.
 - Regularly report status to the Board to ensure they are kept informed on organizational progress.

- **Business Assistance, Retention and Recruitment**
 - Prepare an annual marketing plan for business recruitment with the Marketing Committee.
 - Coordinate the implementation of the marketing plan.
 - Provide advice and support to existing and prospective new businesses in consultation and cooperation with the local economic development staff.
 - Provide support to accessing various funding for business development projects.
 - Compile and supply economic/demographic data/research to businesses, non-profits, and governmental agencies.
 - Coordinate prospect visits to the region.
 - Serve as a point of contact for prospect inquiries with VEDP.

- **Program Management**
 - Oversee contractors hired to carry out research and organizational development tasks.
 - Work with stakeholder groups to investigate and design regional initiatives.

- **Government Coordination**
 - Develop and advocate for governmental policies that enhance the economic health of the region.
 - Regularly communicate to governmental agencies, including local member jurisdictions, state agencies, and regional groups, information on TransTech activities, projects, and goals.
 - Seek funding and support from governmental agencies and private corporations for implementation of TransTech activities.

- Work with member jurisdictions and regional organizations toward mutual goals and objectives.
 - Research and disseminate information on governmental activities that could impact the economic health of the region.
 - Generate reports on the projects and important issues facing the region.
- **Community Outreach**
 - Maintain awareness and contact with a wide variety of community groups and associations to achieve TransTech goals.
 - Provide network connections throughout the region and local organizations, understanding their assets, skills, and interests.
 - Participate in local IDAs, Chambers of Commerce, and other organizations activities, as necessary.
- **Office Administration**
 - Prepare agendas, recruit participants (in conjunction with the Chair), provide minutes, and attend all TransTech Board meetings and Committee meetings.
 - Plan, schedule and publicize all TransTech sponsored events; prepare and disseminate press releases, reports, referrals, and correspondence.
 - Work with fiscal agent to prepare all budgets and financial statements, document expenses and obtain Board approval for all commitments.
 - Generate scopes of work and formal solicitations for all sub-contracted work approved by the Board; negotiate and prepare contracts for Board approval.

POSITION REQUIREMENTS/QUALIFICATIONS

- To perform this position successfully, an individual must be able to perform each of the duties enumerated above. The position will operate independently.

Required Attributes:

- Knowledge of the goals and objectives of Trans Tech Alliance.
- Working knowledge of effective rural economic development practices and good understanding of the challenges affecting the economy of the region.
- Ability to establish and maintain effective working relationships with TransTech board members, local economic development staff, local governmental officials, state governmental officials, community leaders and the general public.
- Strong organizational skills.
- Excellent interpersonal skills.
- Ability to communicate effectively, both oral and written.
- General knowledge of financial management.
- Ability to travel and work varied hours in performance of duties.

Education and Experience:

- Bachelor's degree from a four-year accredited college or university in business or related field.
- At least 5 years of experience in an economic development position that correlates with the duties described above.

Residence in the Region:

- It is highly desirable for the Executive Director to establish residency within the region within six months of employment.