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roanoke.org

Executive Director

Roanoke Regional Partnership

Overall Mission of Organization: Lead regional economic development organization responsible for increasing jobs, wages, population, and local investment in traditional and emerging sectors

Reports To: Board of Directors

Job Overview: Provides vision and leadership in implementing a comprehensive program of work in business investment, asset development, talent attraction, and market intelligence and ensures quality, responsiveness, efficiency, and effectiveness. Responsibilities include building consensus among diverse stakeholders, creating and implementing unique strategies, and demonstrating results. Fostering regional cooperation is a key component. Also requires experience in business attraction, marketing, relationship sales, real estate development, and asset monetization. Stakeholders include local governments, private business, and higher education.

Core Competencies

- Proficiency in modern economic development strategies and tactics.
- Self-management
- Program management
- Budget and Financial administration
- Strategic Planning
- Customer service
- Public Relations
- Collaboration and Regional Team Building

Responsibilities and Duties

- Develop creative approaches to meeting 21st century challenges in economic development.
- Manage an annual budget and cash flow for the organization. Oversee financial management of Roanoke Outside Foundation and Get2KnowNoke Foundation.
- Build strong, productive, and loyal teams through communication, mentoring, goal setting, and empowerment.
- Provide oversight to Roanoke Outside Foundation and Get2KnowNoke Foundation.
- Engage with members of the Board of Directors and local government officials through regular communications that emphasize activities, benefits, and outcomes.
- Serve as spokesperson for the organization to board members, government leaders, media, and business community. Or assign responsibility to staff members when appropriate.
- Engage local economic development partner governments through organizational support, shared services, idea-sharing, and ongoing communications.
- Partner with other organizations in the innovation ecosystem to accelerate the formation and growth of start-up companies.
- Develop strategy and oversee fund-raising campaigns every five-years.
- Learn and leverage current trends in investment, including understanding the most active sectors and source regions for new investments.
- Engage corporate decision-makers at industry conferences, trade shows, and other related events.
- Develop strategic partnerships with other Virginia and Roanoke Region associations and organizations.
- Provide project management support as needed.

Qualifications

- Education level: Bachelor's degree required. Master's degree encouraged.
- Experience: Progressive responsibility and broad experience in economic development and/or community development.
- CEcD preferred.

Candidates should submit a cover letter and resume to rrp.recruit@gmail.com.