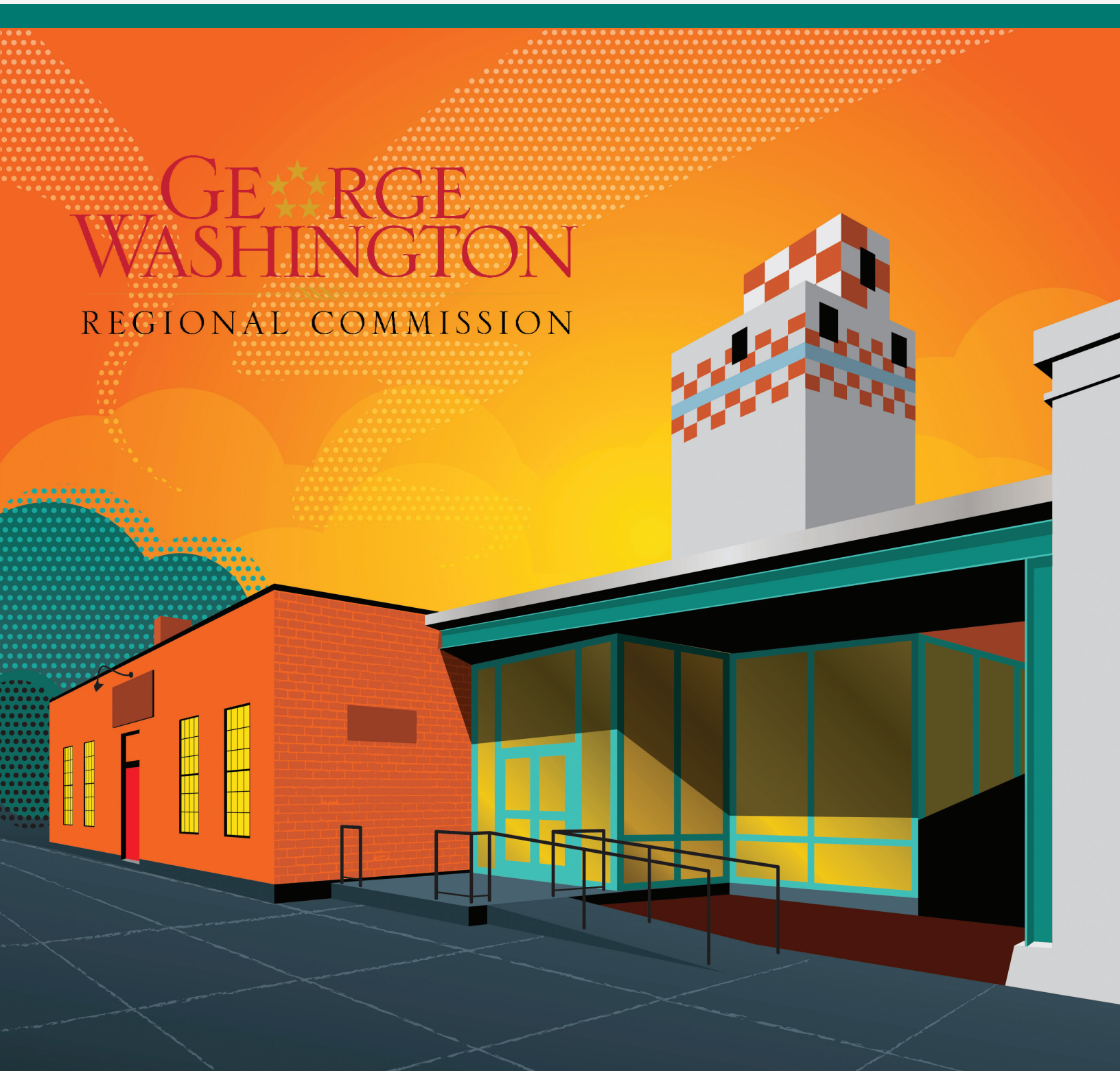


Executive Director Recruitment Profile

George Washington Regional Commission

GEORGE
WASHINGTON
REGIONAL COMMISSION





The **George Washington Regional Commission** (GWRC), based in Fredericksburg, Virginia, is seeking an experienced professional to serve as Executive Director responsible for directing staff, programs, and operations of the Commission.

This recruitment profile provides background information on the Commission, the region that it serves, and its activities. It also outlines the qualifications, experience and characteristics determined to be necessary and desirable for successful performance as Executive Director.

Qualified candidates are encouraged to submit a cover letter and resume, with salary expectations and professional references, to The Berkley Group via email at kimball.payne@bgllc.net. While the position is open until filled, the formal review of applicants will begin **August 27, 2021**. Inquiries relating to the Executive Director position may be directed to:

Kimball Payne

The Berkley Group

P.O. Box 181

Bridgewater, Virginia 22812

Email: kimball.payne@bgllc.net

Mobile: (434) 444-3662

George Washington Regional Commission

Organization Overview

Tracing its origins to 1961 and officially chartered in 1970, the George Washington Regional Commission (GWRC) is the “planning district commission” established by the General Assembly for the region comprising the City of Fredericksburg and the counties of Caroline, King George, Spotsylvania, and Stafford, known collectively as “Planning District 16.” Planning District 16 is the fourth largest and fastest growing of the Commonwealth’s 21 planning districts.

GWRC is responsible for encouraging and facilitating local government cooperation in addressing, on a regional basis, problems of greater than local significance, and provides a broad array of planning and support services for the benefit of the 372,000 residents of Planning District 16. Current areas of focus include regional economic development, environmental services, human services (including homeless services support), affordable housing, transportation demand management (including rideshare matching and vanpool support for commuters), rural and urban transportation planning, and regional special project coordination. GWRC is either solely responsible or provides staff support to sister agencies in fulfilling important regional activities.

GWRC is governed by a ten-member board consisting of two elected officials appointed by the governing body of the city and each county. The Commissioners serve a term that is coincident with their elected term of office. The Commission has fifteen full-time employees and one part-time position. It has an annual budget of \$9 million, of which approximately \$6 million is pass-through funding.

Major Programs

GWRC is the staffing and fiscal agent for the Fredericksburg Area Metropolitan Planning Organization (FAMPO). FAMPO’s mission is to assist with the development of regional transportation plans for the area, which includes the City of Fredericksburg, and Spotsylvania and Stafford Counties. FAMPO staff provide a forum where local leaders, transportation professionals, and the public come together to address regional transportation needs. Staff also create federally required transportation planning documents and, at the direction of the FAMPO Policy Committee, study transportation deficiencies and recommend solutions. For additional information see <https://www.fampo.gwregion.org/>.

GWRC serves as lead agency for the Fredericksburg Regional Continuum of Care (CoC), a network of non-profits, local governments, and other community partners working together to prevent and end homelessness within



Planning District 16. Through a strategic planning process, the CoC develops, implements, and refines a homeless services system to provide a coordinated response to those experiencing or at imminent risk of homelessness. For additional information see <https://www.fredericksburgcoc.org/>.

GWRideConnect (<https://www.gwrideconnect.org/>) is GWRC’s nationally recognized transportation demand management (TDM) program. The goal of the program is to promote, plan, and establish transportation alternatives to the single occupant vehicle (SOV), improving air quality, reducing congestion, and improving quality of life.

The Virginia Initiative for Growth and Opportunity in each Region, known as GO Virginia, is a statewide initiative to create more higher-paying jobs in Virginia through business-led regional collaboration. The Mary Ball Washington Regional Council governs GO Virginia Region 6, which covers the Fredericksburg area, the Northern Neck, and the Middle Peninsula (Planning Districts 16, 17, and 18). GWRC is the Support Organization and Fiscal Agent for the Regional Council. For additional information see <http://govirginia6.org/>.

GWRC plays a major role in assisting with local and regional environmental planning efforts. It receives grant funds from the Virginia Coastal Zone Management Program to provide technical assistance and planning support to member localities. GWRC also serves as the primary regional convener and catalyst for programming and planning

related to the Chesapeake Bay and nutrient load reduction through the state's watershed improvement program. The Commission has developed a regional Environmental Services Strategic Plan to align and coordinate existing environmental programs, optimize results, and identify additional needs and resources.

Utilizing funds provided by the Commonwealth and matched by local contributions GWRC administers a rural transportation planning work program. GWRC staff focuses significant hours supporting the transportation and planning needs of GWRC's rural communities of King George and Caroline County. Activities include examining the feasibility of transit service, creating bicycle and pedestrian plans, studying the connection between land use and economic development and transportation improvements, and assisting the localities with applications for the funding of specific improvement projects.

Regional Description

Planning District 16 is situated halfway between Washington, D.C. and Virginia's state capital in Richmond on the I-95 corridor. The area has excellent transportation connectivity nationwide and globally with convenient access to two international airports, the ports of Virginia, and freight and commuter rail service.

The region offers a range of metropolitan, suburban, and rural options, providing an abundance of choices in careers, recreation and culture, and residential settings. Its abundance of natural beauty belies the region's convenient proximity to major metropolitan areas. A diverse landscape allows residents the option to choose from suburban areas, waterfront property on the Potomac and Rappahannock Rivers, rural farmland, or the vibrant City of Fredericksburg. Housing costs in the region are significantly less than in the Washington, D.C. area, and property taxes are also comparatively low. As a result, the region has a large commuter population.

Planning District 16 offers a wide range of public and private school options and is home to University of Mary Washington and two community colleges. Regional health care is provided by Mary Washington Healthcare, with two hospitals and multiple satellite facilities, and the Spotsylvania Regional Medical Center, a part of HCA Virginia.

The region provides a wide array of historic, recreational, cultural, and natural activities. It is home to Lake Anna, one of Virginia's largest lakes, and is a short drive from both the Atlantic Ocean and the Blue Ridge Mountains. The Potomac, Rappahannock, and North Anna Rivers offer access for floating, fishing, and enjoying scenic beauty. Colonial-era, Revolutionary, and Civil War attractions are scattered throughout the area. National and state parks, area museums, and a forty-block historic district in downtown Fredericksburg offer many opportunities for residents and visitors alike.



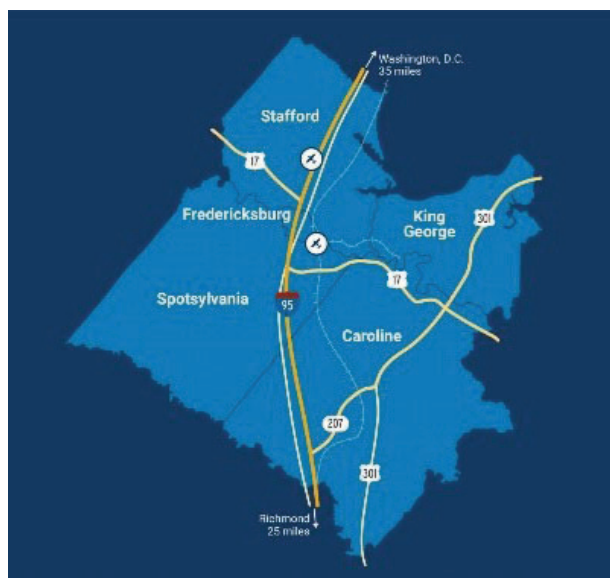
Member Localities



Caroline County (<https://co.caroline.va.us/>), established in 1727 and with a population of a little over 30,000, consists of 549 square miles of relatively level plains and gently rolling countryside, and has developed as home to both an agriculture and a resource-based industry. It hosts the U.S. Army Garrison, Fort A.P. Hill, is the birthplace of renowned racehorse Secretariat, winner of the Triple Crown, and is home to the Virginia State Fair.



The City of Fredericksburg (<https://www.fredericksburgva.gov/>), with a population of nearly 29,000, was settled as early as 1671 and was founded in 1728. Its location on the Rappahannock River made it an important center for industry and commerce. The city was home to historic residents including the mother of George Washington, Mary Ball Washington, and Revolutionary War heroes Hugh Mercer and George Weedon. The country's fifth president, James Monroe, also practiced law in the city. Two major Civil War battles took place in and around the city. Today, Fredericksburg showcases its expansive history in its downtown historic district which also thrives with various forms of arts, food and cultural activities. A new regional amenity located in the City is FredNats Park, a \$35 million minor league ballpark, home to the Fredericksburg Nationals, a Low-A affiliate of the Washington Nationals major league ballclub.



King George County (<https://www.kinggeorgecountyva.gov/>), established in 1720, borders the Potomac River and is the entrance to Virginia's historic Northern Neck peninsula. It is the birthplace of the fourth president of the United States, James Madison. The county's southern boundary is the Rappahannock River, and its 183 square miles are predominantly in the coastal plain with the topography ranging from flat to gently rolling terrain. While essentially rural in nature, the county maintains a prosperous mixture of light industrial, military, and residential environments, and hosts a population of approximately 26,000. The Dahlgren U.S. Naval Surface Warfare Center plays a leading role in the county's economy.



Spotsylvania County (<https://www.spotsylvania.va.us/>), with a population of 136,000 and 409 square miles, was established in 1721. It is bordered on the north by the Rappahannock River and lies adjacent to City of Fredericksburg. Known as the "Crossroads of the Civil War," the County experienced four major battles, resulting in over 200,000 casualties in a three-year period. The battlefields of Fredericksburg, Chancellorsville, Wilderness, and Spotsylvania Courthouse are preserved for posterity and managed by the National Parks Service.



Stafford County (<https://staffordcountyva.gov/>), consists of 277 square miles of generally level to gently rolling terrain and has a population of 153,000. It is immediately north of the City of Fredericksburg, on its southern boundary, the Rappahannock River. Established in 1664, Stafford County is known for Ferry Farm, George Washington's boyhood home where the stories of the Cherry Tree and the Silver Dollar Toss originate. Stafford was also home to Civil War Battle of Aquia Creek. 19th century American Impressionist artist Gari Melchers late home, Belmont, is also a museum and gallery in the Falmouth district of Stafford. A portion of U.S. Marine Corps Base Quantico in the northern part of the County.



Position Profile

Executive Director, GWRC

Roles & Responsibilities

The Executive Director is the chief executive of the GWRC and is accountable to, and serves at the pleasure of, the governing Commission. Specific responsibilities of the Executive Director, as outlined in the bylaws of GWRC, are:

1. Prepare an annual budget
2. Provide general supervision to the Commission Staff
3. In consultation with senior staff, develop annual work programs
4. In consultation with the Chair, prepare agendas for all regular meetings of the Commission
5. Perform all other duties ordinarily incident to the position of Executive Director as well as other such duties as may be assigned by the Commission.

With that foundation, there are three critical areas of responsibility for the GWRC Executive Director.

First, the Executive Director is the primary liaison to the GWRC Commission. In this role, the Executive Director works with the board chair to set the meeting agendas, provides Commission members with the appropriate information to facilitate decision making, serves as the staff level expert on the activities of the GWRC, and ensures that the Commission is compliant with all legal and regulatory requirements.

Second, the Executive Director serves as the organization's administrative leader. In this capacity, he or she guides and develops the staff, oversees the budget and regular expenditures, takes the lead on personnel matters, ensures that policies and procedures are appropriate for effective and efficient operations, and serves as the representative of the PDC for contracts, grants, and other regulatory matters. The Executive Director is also responsible for coordinating the various activities of the PDC and ensuring strategic alignment.

Third, the Executive Director serves as the public face of the GWRC. In this capacity, he or she may serve on a variety of local, regional, and statewide boards and organizations. The Executive Director will be seen as a regional leader and will often be asked for public comment or to participate in other community activities.



Qualifications, Education & Experience

The following education and experience factors are the expected qualifications for successful performance:

- A bachelor's degree in Public Administration, Business Management, Urban and Regional Planning, or a related field; a master's degree would be a plus.
- At least three (3) years of experience in a responsible position in local or regional government administration or leadership experience in community/regional development. Experience in Virginia would be desirable.
- Knowledge of the principles and practice of public administration and financial management, including program planning and management, grants administration, and human resources management.
- A commitment to regional cooperation and planning, possessing experience working with diverse local governments in the areas of transportation planning, emergency management, environmental services, human services, and economic development.
- Success in establishing relationships and working with other local and regional partners, and with State and Federal legislatures, administrations, and agencies.
- An understanding of the statutory authority and requirements of planning district commissions.
- A demonstrated commitment to ongoing personal and organizational development through participation in professional organizations and training programs.
- Any combination of education and experience that qualifies an applicant may be considered in lieu of the more specific criteria listed above.

Personal Traits & Desired Characteristics

- Absolute integrity, ensuring ethical, equitable, honest, fair, and open interactions with members of the Commission, other elected and appointed local officials, citizens, and staff.
- Professionally competent, with confidence tempered by humility; possessing a steady and calm demeanor; exhibiting patience while able to act decisively when appropriate; able to defuse conflict.
- Excellent communications and interpersonal skills, including the ability to collaborate, listen effectively, understand differing views, and facilitate resolutions. The ability to make effective public presentations to various groups of stakeholders.
- An effective executive for the Commission, providing timely, accurate, and complete information to aid in decision making.
- A practice of listening to and attempting to understand the different and sometimes conflicting views of member localities. Able to diffuse tense situations and seek common ground when different perspectives create friction.
- A leader in promoting the region, the work of the Commission, advocating for collaboration on important issues, and an effective representative to the state and federal government.
- A regional leader promoting collaboration across local governments, and with other regional agencies and non-profits, institutions, the military, and the private sector.
- An effective leader of the staff; a role model, coach, and mentor for Commission employees; dedicated to the professional development of staff; able to empower employees with a focus on performance, collaboration, and accountability; able to build a competent staff team and to delegate responsibility.

Performance Expectations

- Short-term, immediate actions will be to engage with staff and Commission members, review the Commission budget, structure, policies, and procedures, and get up to speed on active projects.
- The new Executive Director will come on board as the Commission is developing a new regional strategic plan and will be expected to have a role in its final drafting and implementation.
- Promote regional coordination and collaboration by engaging with regional local governing bodies and chief administrative officers through timely and effective communications and periodic visits to member localities.
- Coordinate monthly meetings of local government managers to share information and receive feedback.
- Strengthen relationships with other regional partners, such as the Chamber of Commerce, the Fredericksburg Regional Alliance, and military installation leadership.

Performance Expectations Continued

- Be responsive to Commission, local government and other stakeholder concerns and issues; listening, understanding, and providing timely follow-up.
- Raise the profile of the Commission through effective leadership on matters of regional and statewide significance.
- Serve as an effective liaison with member localities, regional partners, and the State and Federal governments and advocate for regional issues, concerns, and public policy issues at the state and federal level.
- Demonstrate a commitment to open and transparent regional government; promoting a positive and interactive relationship with all stakeholders; encouraging productive engagement.

Compensation & Benefits

Compensation for the Executive Director will be competitive depending on qualifications and experience. The successful candidate will be offered a generous benefits package including participation in the Virginia Retirement System (VRS), health insurance coverage, paid time off, professional development support and other benefits as identified in a negotiated employment agreement. Benefits for Commission employees are administered by Stafford County.

Application Process

A formal review of applications will begin on **August 27, 2021**, and those candidates considered to most closely match the qualifications contained in this profile will be contacted for initial interviews. Applications received after that date may be considered until the position is filled, however, timely submittal will ensure the most advantageous review. To be considered, please submit a cover letter and resume, with salary expectations and professional references, to The Berkley Group, via email at kimball.payne@bgllc.net. Questions may be directed to:

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For Additional Information

Visit: <https://gwregion.org/>

The George Washington Regional Commission is an Equal Opportunity Employer