



**Economic Development
Program Director
Position Description**

Position Summary

The Economic Development Program Director is responsible for providing staff support to the George Washington Regional Commission (GWRC) Economic Development and the Mary Ball Washington Regional Council (GO Virginia Region 6) Programs and ensuring GWRC fulfills its duties as the GO Virginia Region 6 Support Organization and Fiscal Agent. The Director will coordinate GO Virginia Region 6 programs and other economic development efforts for GWRC.

GWRC is the designated planning district commission for Virginia Planning District 16, which includes the counties of Caroline, King George, Spotsylvania, and Stafford and the City of Fredericksburg. GWRC provides services to these member localities in the areas of economic development, environmental services, housing and community health, transportation demand management, and rural and urban transportation planning. GWRC and its sister boards, including the Fredericksburg Area Metropolitan Planning Organization (FAMPO), the Fredericksburg Regional Continuum of Care (CoC), and GO Virginia Region 6, facilitate regional efforts that address “problems of greater than local significance”.

GO Virginia is a business-led economic development initiative that is changing the way Virginia’s diverse regions collaborate on economic and workforce development activities. GO Virginia supports programs to create more high-paying jobs through incentivized collaboration between business, education, and government to diversify and strengthen the economy of Virginia through both a state board and series of regional councils. GO Virginia Region 6 includes the City of Fredericksburg and the counties of Caroline, Essex, Gloucester, King and Queen, King George, King William, Lancaster, Mathews, Middlesex, Northumberland, Richmond, Spotsylvania, Stafford, and Westmoreland. Through this program, GWRC coordinates closely with the Northern Neck and Middle Peninsula planning districts.

This position also supports other federal, state and local economic development initiatives as approved. GWRC’s current efforts in this area include a U.S. Economic Development Administration Comprehensive Economic Development Strategy (CEDS) planning effort and coordination through the Southeast Crescent Regional Commission (SCRC).

The Program Director’s key functions across all economic development programs will include facilitation and communication roles that will develop a robust project pipeline for the region. As a facilitator, the Director will help manage and provide assistance with funding and initiatives benefiting GWRC and GO Virginia Region 6. As a facilitator, the Director will coordinate multiple partners toward common goals and assist in developing priorities for funding and initiatives. As a communicator, the Director’s role will be to engage, educate and support stakeholders who represent area businesses and entrepreneurs, localities, education organizations, nonprofits, and private foundations and work closely with the Virginia Department of Housing and Community Development (DHCD) and other local, state and federal partners.

Program Director: Under limited supervision by the GWRC Deputy Director or their designee, a program director plans, organizes, and oversees all work related to a GWRC program, encompassing several projects, including staff supervision, financial oversight, and board management (if applicable). Program Directors also serve on the GWRC Leadership Team and are expected to model behaviors and organizational values for all staff at GWRC.

Principal Duties & Responsibilities

- Oversees GWRC economic development programs

The George Washington Regional Commission is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or genetic information.

- Coordinates and staffs GO Virginia Regional Council and committee/working groups
- Provides technical and process support to the Regional Council
- Communicates with the Regional Council, partners, and stakeholders on efforts and best practices
- Facilitates interactions and builds relationships with area businesses, stakeholders and partners
- Works collaboratively with partners, other GO Virginia Regions, and State agencies
- Oversees the GO Virginia project application process and provides technical assistance to project applicants
- Oversees grant administration duties for GO Virginia and other funded projects
- Coordinates, develops, and submits applications for funding
- Develops program budgets, verifies contract expenditures and compliance, submits remittances, and tracks spending
- Presents and describes financial and programmatic reports
- Oversees marketing and outreach for economic development initiatives
- Provides supervisory management of program staff
- Provides entrepreneurial economic planning assistance to area agencies

Qualifications & Skills

- Any combination of education and experience equivalent to a Bachelor's Degree and eight years of experience or a Master's Degree and five years of experience AND three years of supervisory experience
- Experience in grant administration and/or economic development
- Knowledge of GO Virginia and/or economic development efforts in Virginia, preferred
- Excellent organization and project management skills
- Maintaining effective relationships with co-workers, partner organizations, and board members coordinating partners toward common goals
- Working independently and collectively as a member of a team
- Ability to be flexible when needed, and develop creative solutions to problems
- Experience in planning and conducting meetings and training sessions
- Strong analytical, writing, and communication skills
- Ability to collect, analyze and interpret data
- Computer proficiency and experience with Microsoft Office
- Ability to travel to and from offsite meetings and events

Compensation

- Hiring range: \$77,960-\$85,756
- Excellent benefits, including:
 - Health insurance (medical, dental, vision and prescription)
 - Retirement through the Virginia Retirement System (VRS)
 - 13 paid holidays
 - Paid Time Off of annual and sick leave
 - Flexible scheduling and telework options after probationary period
 - Career development opportunities
 - Employee assistance program
 - Life Insurance
 - Short- and long-term disability insurance
 - And more

Full-Time Position - 40 hours per week - FLSA Exempt Position



Application for Employment

The George Washington Regional Commission (GWRC) policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

The application is a fillable PDF. Download the PDF, complete it by typing your responses directly into the form, save it, and then upload it as part of your application.

Date _____

Last name _____ First name _____ Middle name _____

Street Address _____

City _____ State _____ ZIP _____

Telephone _____

Email _____

Position applied for: _____

How did you hear of this opening? _____

When can you start? _____

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis?
(You will be required to provide documentation.) Yes No

Education/Qualifications

High School _____

Degree Received _____

Major (if applicable) _____

From _____ To _____

Did you graduate? Yes No

College _____

Major _____

Did you graduate? Yes No

Degree Received _____

From _____ To _____

Post-College _____

Major _____

Did you graduate? Yes No

Degree Received _____

From _____ To _____

Other Training _____

Major (if applicable) _____

Did you graduate? Yes No

Degree Received _____

From _____ To _____

In addition to your work and education history, are there other skills, certifications, qualifications, or experience that we should consider?

Employment History (Start with most recent employer)

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage* _____ Starting Position _____

Date Ended _____ Ending Wage* _____ Ending Position _____

Name of Supervisor _____

Responsibilities

Reason for leaving

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage* _____ Starting Position _____

Date Ended _____ Ending Wage* _____ Ending Position _____

Name of Supervisor _____

Responsibilities

Reason for leaving

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage* _____ Starting Position _____

Date Ended _____ Ending Wage* _____ Ending Position _____

Name of Supervisor _____

Responsibilities

Reason for leaving

**Hiring range is based on GWRC Classification and Compensation Table. Prior wages will not factor into compensation determinations.*

Attach a cover letter, resume and a minimum of three references. Additional information may be included if necessary.

I certify that the facts set forth in this application and attached resume and documentation for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application and accompanying documents shall be considered sufficient cause for dismissal. The GWRC is hereby authorized to make any investigations of my prior educational and employment history.

I understand that employment at GWRC is “at will,” which means that either I or GWRC can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager, or executive of this company, other than the Executive Director, has any authority to alter the foregoing.

Signature _____ Date _____

Forward signed application, cover letter and resume, and at least three references, by the posted deadline to George Washington Regional Commission (GWRC), 406 Princess Anne Street, Fredericksburg, VA 22401 or preferably, careers@gwregion.org.