

Roanoke Valley-Alleghany Regional Commission
Executive Director
-Position Profile-

The Roanoke Valley-Alleghany Regional Commission is seeking an innovative, resourceful, energetic, and dynamic leader with considerable public management, financial skills, and the highest ethical standards. Candidates for the Executive Director must be able to effectively engage members of the Regional Commission, local, state, and federal partner organizations, citizens, and be a visionary leader with a hands-on, entrepreneurial approach to administering, creating, and providing meaningful programs to its member local governments. The Executive Director must be able to demonstrate their commitment to professionalism, the Commission's mission, and the continued success of the Commission and its member communities of all sizes. This requires an individual with high energy and great enthusiasm for providing quality services to local governments.

The Executive Director must be able to quickly assess the current stakeholder environment in which the Commission functions and be able to provide effective leadership to a capable professional staff, work collaboratively and productively with constituencies, intergovernmental partners, neighboring Commissions, and other state and regional organizations. They must be able to work strategically with the Commission members to identify member priorities, refine and implement various programs/projects, and enhance the existing working relationships and services provided to its members.

The Commission and this position are based at the Roanoke Valley-Alleghany's offices at 313 Luck Ave., SW in Roanoke, Virginia.

The Region

The Roanoke Valley-Alleghany Region is in the western portion of Virginia and consists of the Counties of Alleghany, Botetourt, Craig, Franklin, and Roanoke; the Cities of Covington, Roanoke, and Salem; and the Towns of Clifton Forge, Rocky Mount, and Vinton. The region has a land area of approximately 2,300 square miles with an estimated population of 335,000. The region is bounded to the west by Greenbrier County, West Virginia, Monroe County, West Virginia, Giles County, Virginia and Montgomery County, Virginia, to the south by Floyd County, to the east by Bedford and Rockbridge Counties, and to the north by Bath and Rockbridge Counties. The region is served by two interstates, I-81 and I-64, as well as numerous primary highways such as U.S. Routes 220 and 460.

The region contains the entire Roanoke Urbanized Area except for small sections located in Bedford County and Montgomery County. The region also contains the Roanoke, Virginia Metropolitan Statistical Area, which includes the Counties of Botetourt, Craig, Roanoke and Franklin, and the Cities of Roanoke and Salem. The Roanoke Valley - Alleghany Region also includes the rural Alleghany Highlands area.

Much of the Roanoke Urbanized Area lies within a large valley between the Southern Blue Ridge and the Allegheny Mountains centered on the Roanoke River. The surrounding rural areas tend to be mountainous with small valleys. Many recreational opportunities are available in the region due largely to the mountain ranges and rivers in the area and the

significant acreage owned by the National Forest Service, National Park Service, and other federal agencies.

The greater Roanoke area has numerous recreational and cultural resources. Residents can enjoy the benefits of an urban center with exciting night life while still having access to numerous outdoor amenities.

The Organization

The Roanoke Valley-Alleghany Regional Commission is a coalition which values economic diversity and collaboration. Together, stakeholders share risks and rewards to build opportunities for citizens. The commission and its members are a network of the surrounding economic engines with internal and external partners that enhance economic growth. The Commission brings together local governments and other regional organizations to promote discussion and actions on issues of regional importance. The organization reaches across county and municipal borders to provide technical assistance to local governments and administer projects and programs that benefit the region's citizens.

The Position

The Executive Director of the Regional Commission is responsible for the planning, administration, and operation of the programs and services of the organization. This includes budgeting, program monitoring, and personnel management, but more importantly, providing stable, visionary leadership to the organization and the communities it serves.

The successful candidate must possess a bachelor's degree in public/business administration, planning, or a related field such as management or transportation engineering from an accredited institution; a master's degree in a related field is highly desirable. A demonstrated background in, or professional familiarity with, community/economic development and regional transportation planning is desired. The successful candidate should possess a minimum of seven years of progressively responsible managerial and supervisory experience. Prior experience working with intergovernmental entities and processes is highly desirable. The candidate should show demonstrable success supporting governing boards and engaging with a diverse array of stakeholders to successfully address local and regional issues. The education and work experience of the successful candidate must demonstrate a thorough knowledge of public/private sector management principles and practices, finance and budget management responsibility, human resources management, and an overall understanding of the needs of local units of government and communities (counties, cities, and towns). Familiarity and experience with the laws of the Commonwealth of Virginia, as well as knowledge of ordinances and regulations involving local units of government, is also desirable.

The Executive Director is responsible for a budget of approximately \$1.7 million and a staff of approximately 12 professionals.

Knowledge, Skills and Abilities:

- Ability to deal courteously and effectively with the public, other public officials, and representatives of other organizations including businesses, vendors, contractors, and other state, regional, and local jurisdictions
- Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to new situations
- Ability to make sound decisions and exercise good judgment
- Requires the ability to supervise, coach, mentor, and motivate others
- Ability to persuade, convince, and train others
- Good oral communication skills

The compensation package for the Executive Director includes a competitive starting salary that is dependent on experience and qualifications. The Commission provides employees with an excellent benefits package.

PHYSICAL AND ENVIRONMENTAL FACTORS**Physical Demands**

- Tasks involve the ability to exert very light physical effort involving some combination of sitting, walking, stooping, kneeling; and may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight
- Subject to working hours significantly beyond regularly scheduled hours

Sensory Requirements

- This job has no unusual sensory requirements

Environmental Factors

- Tasks are regularly performed without exposure to adverse environmental conditions
- Travels to off-site locations

Licenses or Certifications:

Valid Virginia Driver's License

To Apply

Interested professionals should email a resume, cover letter, three professional references and a three-minute video introducing themselves and explaining why they are interested in the position to sdean@rvarc.org by 5:00pm on Monday, April 19, 2021, for First Review of Applicants. The position is open until filled with first round of review beginning on April 20, 2021. Please note that only electronic submittals will be accepted.

Roanoke Valley-Alleghany Regional Commission is proud to be an equal opportunity employer. All aspects of employment, including the decision to hire, promote, discipline or discharge, will be based on merit, competence, performance, and organizational needs. We do not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability (physical or mental), family medical history or genetic information, military service, or any other status protected under federal, state, or local law.