



POSITION ANNOUNCEMENT

EXECUTIVE DIRECTOR

The mission of the New River Gorge Regional Development Authority (NRGRDA) is to initiate, facilitate and support community and economic development efforts within the counties of Fayette, Nicholas, Raleigh and Summers located in the New River Gorge region of West Virginia. Please visit www.nrgrda.org for more information.

The NRGRDA is seeking to hire an **Executive Director** to provide exemplary leadership to the organization and its team of dedicated professionals focused full-time on the implementation of the organizational mission. The NRGRDA is strongly committed to the recruitment and selection of employees without regard to race, color, religion, sex, national origin, age, or disability, and is committed to maintaining a team which reflects the diversity of the region we serve.

Specific Duties and Responsibilities:

This is a full-time salaried position. The Executive Director, as the key management officer for the NRGRDA, is charged with leading the organization in a manner that supports the organizational mission as defined by the Board of Directors. Primary duties include:

- 1) NRGRDA Board of Directors and organizational governance;
- 2) Leading a robust program of business development, existing business support, workforce and community development services for the NRG region;
- 3) Strategic planning;
- 4) Formulation and oversight of budgets;
- 5) Grant writing and external resource development;
- 6) Fostering effective partnerships at all levels within the private, public and non-profit sectors; and the
- 7) Implementation of creative solutions and innovative regional initiatives.

Qualifications:

- Bachelor's Degree; Master's preferred.
- Five or more years of proven executive leadership and management experience;
- Five or more years of experience in the field of economic and community development;
- Strong communication skills, including verbal, written, and public speaking;
- Perfected organizational and planning skills;
- Ability to multitask and prioritize workload;
- Knowledge of fundraising strategies;
- Demonstrated ability to oversee staff and work in a team-based environment;
- Proficient at Microsoft Office Suite; and
- Other duties as assigned.

Special Requirements/Additional Information

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodations. The duties listed above are representative of the knowledge, skill, and/or ability required.

Salary/Benefits

Salary: Commensurate with experience and other qualifications.

Benefit Package: WV Public Employees Insurance Agency (PEIA)
WV Public Employees Retirement System (PERS)
Annual PTO - vacation and sick

Application Process and Deadline for Submission

Interested candidates should submit a cover letter addressing the required and preferred qualifications, a current resume and list of three to five professional references to:

Robert Shafer, Chair, Executive Director Search Committee
New River Gorge Regional Development Authority
116 North Heber Street, Suite B
Beckley, WV 25801
(304) 254.8115

Electronic submissions should be sent to: cwykle@nrgrda.org

Deadline for applications is: July 31, 2016