

Title: Executive Director

Type of Employment: Full-time EEO

Task Supervisor: NRGRDA Board of Directors

Summary:

The New River Gorge Regional Development Authority (NRGRDA) seeks a visionary, entrepreneurial, and experienced Executive Director to lead West Virginia's most prominent regional economic development organization. The Executive Director is responsible for strategic leadership, organizational management, resource development, partnership cultivation, financial health and regional economic advancement across Fayette, Nicholas, Raleigh, and Summers Counties. This role requires strong communication and leadership skills, exceptional analytical abilities, innovative problem-solving and a willingness to take initiative to deliver exceptional service to businesses, local governments, and communities in the four-county region.

Primary Responsibilities:

- Develop and implement the organization's strategic vision in alignment with board priorities.
- Identify and pursue opportunities for regional economic development, innovation, and strategic partnerships.
- Serve as the primary liaison between the staff and the NRGRDA Board of Directors.
- Represent NRGRDA at the local, state, and federal levels on matters of economic development and policy
- Cultivate relationships with public officials, private industry partners, nonprofit entities, investors, lenders, and philanthropic foundations.
- Act as the public face and principal spokesperson of NRGRDA through speaking engagements, media interviews, and stakeholder convenings.
- Lead initiatives in infrastructure development, workforce readiness, and site preparation.
- Support development and implementation of catalytic projects involving industrial sites, infrastructure, tourism assets, downtown revitalization, and entrepreneurship initiatives.
- Provide project guidance to staff, contractors, consultants, and partner organizations
- Ensure day-to-day operations of the organization align with the mission and comply with regulations.
- Facilitate cross-agency collaboration, particularly with regional stakeholders.
- Maintain a high-performance culture focused on measurable outcomes and regional impact.
- Identify, pursue, and secure federal, state, philanthropic, and private funding opportunities.
- Ensure financial integrity through sound management of resources and compliance with funding guidelines.
- Oversee organizational budgeting, financial management, compliance, auditing, and reporting requirements.
- Create a sustainable revenue growth strategy.

Requirements:

- Bachelor's degree in Economic Development, Business, Public Administration, Planning, Finance, or related field. Master's degree preferred.
- Progressively responsible leadership experience in economic and community development, business development, nonprofit management, public administration or a related field.
- Understanding of regional economic development authorities, industrial site development, and entrepreneurial ecosystems. Experience preferred.
- Proven experience generating new revenue and building sustainable funding models.
- Experience managing programs, budgets, grants, staff, projects and working with external stakeholders.