

POSITION DESCRIPTION

Title:	Vice-President and Executive Director, North Carolina's Eastern Region Military Growth Task Force
Date developed:	December 2007
Date last modified:	December 2007
Pay Grade:	\$88,000 to \$118,000
Employment Status:	Exempt
Reports to:	President/Chief Executive Officer

General Statement of Duties:

This full-time, grant funded position is in day-to-day charge of all functions and operations of North Carolina's Eastern Region (NCER) Military Growth Task Force (MGTF). Established and appointed by the NCER Board, the MGTF is a special committee of the NCER and functions under all applicable North Carolina State Statutes and NCER By-Laws. This position reports to the President/CEO and works under the guidance and direction of the Military Growth Task Force and its Chair.

Primary Responsibilities:

- Build-out, organize and manage the operations of the MGTF.
- Coordinate planning with affected counties, municipalities and other organizations in the 7-county MGTF region and with the military organizations and state and federal agencies involved with this planning
- Hire and manage a small staff
- Represents MGTF at meetings, workshops and conferences
- Establishes and maintains relations with appropriate military, public, nonprofit and private entities
- Helps to ensure that the image of MGTF is one of service and responsiveness
- Identifies initiatives and opportunities for MGTF involvement
- Analyzes and evaluates existing MGTF programs, projects, and processes
- Prepares white papers, reports and the like as needed or requested
- Works closely with the NCER President/CEO, MGTF Board, and NCER and MGTF staff to ensure that the mission of MGTF is fulfilled.

Illustrative Examples of Work:

Strategic Planning

- Works with the MGTF Board and the NCER President/CEO to define and refine the vision of the MGTF
- Establishes a strategic mission statement, goals, objectives and milestones
- Develops a financial plan and annual budget
- Establish an orderly process for assessing and reporting the effectiveness of the various program initiatives
- Consistent with all NCER By-laws and state statutes applicable to NCER, and to the maximum extent possible, consistent with existing NCER policies and procedures, establishes policies necessary to successfully manage the organization

Military Liaison

- Serves as the primary and, in most cases, the single point of contact between and among the military, the members and communities in the MGTF region, state and federal agencies associated with the work of the MGTF
- Primary point of contact to coordinate and work with DOD/Office of Economic Adjustment (OEA) for community assistance related to the military growth activities
- Coordinate with appropriate points of contact at Marine Corps Installations East; Camp Lejeune, New River Air Station, Cherry Point and Seymour-Johnson Air Force Base.
- Distribute information from those agencies and units to the community members as appropriate, and coordinates requirements and support initiatives

Functional Technical Teams

- Responsible for organizing and convening the Technical Teams and ensuring they have the contacts and information necessary to achieve their objectives
- The Technical Teams are the heart of the planning process for the MGTF, consisting of teams formed with subject matter experts from community members, military project officers, and state and federal agencies as appropriate
- Technical teams will primarily identify shortfalls and establish requirements to support the MGTF actions and to plan and prepare for implementation
- Examples of the Technical Teams to be formed are economic development, infrastructure, housing, workforce, health care & community services, law enforcement, transportation, conservation & environmental sustainability, communication, coordination & government affairs, meeting, convention & visitors, quality of life, local government management and planning

Networking and Relationships

- Establish a network of contacts and relationships with appropriate agencies and organizations as necessary to achieve objectives and create a flow of information
- Interface with local planning agencies and authorities, state agencies and county agencies responsible for planning in each of the functional areas
- Include planners from all levels and representatives from interested organizations in the Technical Teams
- Use subject matter experts to guide or lead discussions for the Technical Teams

Grant and Funding applications

- Submit funding requests to appropriate agencies and officials for initial start-up and operating expenses, and for federal community assistance
- Research and apply for all available funding sources that will assist in planning, coordination, mitigating the negative effects of the military growth actions and meeting shortfalls identified during this process

External Assistance and Consultants

- Determine the requirements for external assistance and consultants to assess the impact of military growth actions to include shortfalls, or to manage growth planning
- Develop Requests for Proposals (RFP's) for the professional planning assistance and provide oversight for the consultant or assistance selection process
- Present selection criteria, proposals and recommendations to the NCER President/CEO and to the MGTF Board
- Manage the contracts and professional contractors once hired to ensure they fulfill contract requirements

Focal Point for Military Growth Information

- Be the focal point for all information related to military growth issues
- Distribute information as soon as possible to interested parties and ensure that information is reliable and accurate
- Contact appropriate organizations to solicit information and stay involved in the planning process with those organizations

Office Management

- Oversee the day-to-day management and operations of the MGTF including: facilities, furniture and equipment; landlord relationships, budgeting and financial management; policies and procedures implementation; public relations; and program management

Other duties as assigned

Knowledge, Skills, and Abilities:

- Understands negotiation process
- Able to negotiate effectively to achieve a “win-win”
- Understands economic development
- Possesses good interpersonal skills
- Able to work independently
- Able to use Microsoft Office software

Physical Requirements:

- Will perform the basic physical activities of reaching, standing, walking, fingering, and repetitive motions.
- Tasks may involve extended periods of time at a keyboard or work station.
- Will perform light work in exerting up to 20 lbs. of force occasionally and up to 10 lbs. of force frequently.
- Will possess the close visual acuity needed to prepare and analyze data and figures; view a computer terminal.
- Able to hear adequately enough to record comments made in meetings in a noisy room
- Able to speak clearly enough that others can understand comments.

Desired Experience and Education:

- Bachelors degree required, in business administration, public administration, urban/rural planning, political science or closely related field
- Prefer masters degree in business administration, public administration, urban/rural planning, political science or closely related field;
- Five or more years previous experience that includes public administration with local government or -state agency experience, fiscal management, urban planning, and personnel management; or
- Graduate of a Basic Economic Development Course
- Graduate of Economic Development Institute (EDI)
- Self-starter with the drive and experience to run and manage organizations and abilities to set up a new organization
- Ability to use a strategic plan to structure operations and achieve goals and objectives
- Extensive experience in small business, not-profit, military, or governmental organizations
- Strong network, or the ability to build relationships with local and state agencies and organizations
- Military background and experience is a plus
- Any equivalent combination of education/experience.

Required licenses/certifications:

Current and valid North Carolina Drivers License
Certification as Certified Economic Developer (desired)

Additional Requirements:

- Occasional work nights and weekends
- Occasional travel out of the area/out of state/out of country
- Occasional use of own car for business purposes

Signature: Employee

Signature: President/CEO

Date

Date

The NC Eastern Region is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the NC Eastern Region will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employee