

## **DIRECTOR OF THE MOUNTAIN WEST PARTNERSHIP**

### **GENERAL STATEMENT OF DUTIES**

The Director will oversee the operation of the Mountain West Partnership and the implementation of the 5-year Mountain West Partnership Strategic Plan. This will entail supporting Region A's Economic Development resources in creating a vibrant enterprise ecosystem that supports developing, recruiting, supporting, and preserving businesses in the region.

### **DISTINGUISHING FEATURES OF THE CLASS**

The Director of the Mountain West Partnership (MWP) coordinates, supervises, and executes economic development efforts that are identified by the MWP Board, pertaining to economic development or any other type of community assistance/planning that is requested by the Board. The goal of the Mountain West Partnership is to assist and support economic development efforts in Region A, which consists of the 7 Western Counties and the Eastern Band of Cherokee Indians.

The ideal candidate for this position will have extensive public- or private-sector experience with a strong commitment to and background knowledge of the region, direct entrepreneurial experience, understanding of capital markets, and marketing and/or communications experience. The ability to build strong relationships at the regional, state, and federal levels is a must and a knowledge of the legislative environment is critical to the success of this position.

Work will involve tasks such as facilitation, research, connecting with resource providers, matching projects to funding sources, and grant writing and tracking. Considerable independence, judgment, and decision-making are required by the employee. Supervision will be exercised over the staff of the Mountain West Partnership. Work will be performed under the general supervision of the Executive Director of the Southwestern Commission.

### **TYPICAL TASKS**

- Coordinate plans and projects with partner agencies and member governments
- Communicate with board members and local government staff via a variety of platforms
- Organize and maintain a Board of Directors that is made up of a variety of stakeholders from the public and private sector
- Advocate for the needs of the region with state and federal partners
- Work with partners in the region to develop and strengthen an entrepreneurial ecosystem
- Represent the Mountain West Partnership at events and gatherings in the region as well as at the state and federal level
- Develop a high-level marketing plan to highlight the assets of the region to those considering locating a business in Region A
- Identify and pursue funding streams to support the work of the organization
- Other duties as assigned

- Supervise Mountain West Partnership staff and maintain an understanding of all ongoing projects in which MWP staff are involved; maintain accountability, train staff on procedures in executing required work

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Possess a high level of comfort with public speaking
- Extensive knowledge of economic development practices and the needs of communities
- Ability to manage a multitude of projects
- Ability to plan for effective programs and services
- Ability to build networks and foster collaboration with a variety of diverse constituent groups
- Ability to develop and manage budgets
- Ability to write and administer grants
- Ability to plan and manage time
- Ability to supervise staff
- Ability to work well under pressure and to meet deadlines
- Ability to perform well in an evolving environment
- Knowledge of capital markets
- Knowledge of regional, state, and federal political environment

### **DESIRABLE EDUCATION AND TRAINING**

Any combination equivalent to graduation from a four-year college or university with a degree in political science, business, or related field with extensive experience in economic development and/or business development. A master's degree in public affairs, business, or a field related to the work is preferred.

### **PHYSICAL REQUIREMENTS**

Work in this class is generally sedentary. Work does require the ability to talk to stakeholders, see printed materials and a computer screen, and the physical dexterity to operate a motor vehicle and office equipment. Work is required outside of the office so the ability to travel is a requirement of the job.

### **SPECIAL REQUIREMENTS**

Possession of a valid North Carolina driver's license and a satisfactory driving record.

### **FLSA STATUS**

Exempt