



Job Opportunity Director, Business & Talent Development Investment

Vacancy Number 2018-13

Closing Date Open until authorized

Location Appalachian Regional Commission
1666 Connecticut Avenue, NW
Washington, DC 20009

Grade NF-15

Agency Information

The Appalachian Regional Commission (ARC) is an economic development agency of the federal government and 13 state governments focusing on 420 counties across the Appalachian Region. ARC's mission is to innovate, partner, and invest to build community capacity and strengthen economic growth in Appalachia to help the Region achieve socioeconomic parity with the nation. www.arc.gov

Position Summary

The Division of Business and Talent Investment supports the mission of ARC through management of economic development projects and programs. This position is responsible for providing strategic direction, operational management and personnel leadership of the Division. This position works collaboratively to plan, develop, execute and evaluate regional economic development programs and strategies aligned with ARC's priorities and strategic plan. The division is responsible for program grants management activities including coordination with State ARC Offices, other federal agencies, the Office of the Federal Co-Chair, and grantees. This position reports to the Executive Director and manages a team of administrative and professional positions.

Duties and Responsibilities

Staff management

This position has direct responsibility for leading and managing the Division, including determining strategic and annual goals and objectives, establishing performance plans and objectives, assigning work, evaluating and managing performance, supporting agency human resources, equal employment opportunity policies and objectives, managing fiscal resources, and ensuring adherence to security, privacy and internal control requirements.

As a member of the ARC management team, leads and directs staff (monitoring approved projects, providing technical assistance, and developing opportunities and knowledge resources for local communities throughout the Appalachian region).

Assigns, monitors, evaluates, and addresses issue area responsibility for all staff based on volume of activity and prioritization of need in the issue area(s).

Engages in staff performance management (goal and performance metrics setting, performance evaluation and monitoring, etc.)

Coaches staff through performance and career development, professional development, training, etc. Support sustainable succession planning by managing knowledge, capability-building and shared experiences.

Resolves areas of conflict and/or makes a recommendation to the Executive Director.

Performs the full range of supervisory and management functions for assigned staff.

Strategy

Provides advice and leadership to the states on state plans, annual strategy statement, and reviews and makes recommendation to the Commission on such plans and programs.

Provides leadership and guidance in planning, developing, organizing, directing and evaluating economic development projects, investments, programs, and priorities in the Region; provides analysis, evaluation, and development of new programs that are applicable to the Commission's mission.

Serves as an advisor on strategic and tactical ARC projects, programs and initiatives. Ensures the integrity of activities and operations.

Provides leadership with information, consultation, analysis and reporting on the state of ARC programs and investments.

Regularly collaborates with ARC division directors, ARC Federal Office, State Partners, Federal Agencies, and others on strategic programs, activities and initiatives to effectively ensure alignment with ARC mission.

Serve as an authority on economic development and grant management matters and as a partner to ARC leadership leveraging available resources and championing cross-training to avoid single person dependencies within the organization.

Promotes collaborative relationships and cooperative agreements with other agencies, nonprofit organizations, and foundations.

Responds to inquiries from States regarding the status of projects and funding, Commission policies and programs, and other general topics.

Economic Development

Researches, creates, edits and manages policies and procedures for the management of the Commission project grants and investments, including recommendations for Commission approval, post award actions, the tracking of grants administered by other government agencies and ARC administered grants. Communicates regularly with other agencies to assure the strategic use of federal funds; compliance with grant regulations and authorities; timely closeout and prompt recovery of appropriated funds. Coordinates with the Office of the Federal Co-Chair and the Executive Director on grant approval, clarifying any issues and providing background information to enable the Co-Chair to make an informed decision regarding project applications.

Resolves difficult grant issues. Provides advisory services on grant administration issues eligibility and evaluation criteria, special terms and conditions, and developing evaluative/monitoring criteria. As necessary, conducts site visits and assessments of required reports to help determine adherence to the approved technical projects.

Approves project payments; manages unobligated balances from special fund accounts based on financial reports.

Oversees maintenance of project data in the ARC database to ensure the accuracy of project and grants data used to prepare reports which are used in making program management decisions and providing data to Congress, states, the media, and other outside entities and are critical in measuring the performance of the Commission.

Coordinates the staff responses to Inspector General Audit reports.

As needed, may perform the full range of nonsupervisory grants management work for various issue area(s).

Performs other related duties as required or assigned.

Qualifications

Leadership (people and strategy) – ability to manage strategy through successful and timely achievement of goals; guide staff; link mission, vision, values, goals and strategies to outcomes; help others identify goals and use their talents to achieve them; model successful competencies; hold staff accountable to outcomes using positive, developmental and constructive feedback.

Adaptability – ability to accept and apply changes to work processes, information, team; recovers quickly from setbacks and finds alternative ways to reach goals or targets; navigates change through positive communications and supportive actions; ability to adapt to the demands of the position

Communication – selects appropriate and effective way to communicate to audiences in diverse situations; listens actively and asks questions to understand other perspectives or confirm understanding; awareness of and responsive to verbal and non-verbal communication styles; provides status updates which reduce or eliminate the need for follow up from requestor

Writing - Recognizes and uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a succinct and organized manner; produces written information, which may include technical information that is appropriate for the intended audience; produces written material that is timely, accurate, succinct and relevant to recipient's needs.

Collaboration - ability to interact and work effectively with others to accomplish goals despite differences, changes, roles or resources; treats others with respect, dignity, and professional courtesy; values the contributions of others through listening, sharing relevant information and considering new ideas; affirmatively shares lessons learned and relevant information.

Critical Analysis - ability to identify, research, analyze, design, manage and communicate data and outcomes sufficiently to various audiences to accomplish work outcomes; develops, recommends, and/or implements innovative and effective approaches to solve problems.

Accountability – makes best use of resources to accomplish work priorities; takes responsibility of balancing quality with deadlines; takes appropriate action(s) to fulfill commitments to others; owns, acknowledges and corrects mistakes; immediately communicates updates and changes to others

Leadership, management and supervision sufficient to develop and lead teams/people and projects, determine effective resources, and make recommendations and decisions to implement efficient solutions. Proven experience managing staff (employees and contracts), developing skills to meet agency needs, and ensuring outcomes are achieved. Experience managing staff with performance and outcomes based evaluations.

Proven experience with federal grants management.

Experience writing and enforcing plans, procedures, and policies.

Proven experience working effectively with matrix and cross-functional teams in both the private and public sectors.

Ability to work effectively with managers and staff at all levels, stakeholders, vendors, and others in both the government and private sectors.

A Bachelor's degree or higher degree in a field related to the functions of the position.

Minimum five years of experience in a personnel leadership role (developing, coaching, managing, and leading teams) with at least five direct reports.

Additional Requirements

- Prior to hire, the selectee must successfully complete a federal background investigation
- U.S. Citizenship
- Ability to travel (10-20%)

Salary and Benefits

ARC generally follows the General Schedule Salary Table of the Federal government. ARC's grade NF-15 is equivalent to the federal grade GS-15. ARC offers a competitive benefits package which includes health insurance, retirement, paid time off, commuting subsidy, etc. This is not a federal position; however, if a federal employee is selected for this position and transfers without a break in service of more than three calendar days, he or she may continue his or her retirement and life/health insurance benefits.

How to apply

Applicants must submit the following documents referencing "Director, Business & Talent Development 2018-13 to be considered.

- A complete and up-to-date resume
- A cover letter describing your background and qualifications as they relate to the position.

Email: hr@arc.gov

Appalachian Regional Commission
Human Resources Office, Suite 700
1666 Connecticut Avenue, NW
Washington, DC 20009-1068

ARC is an equal opportunity employer. Selection for this and any other position will be based solely on merit. ARC does not discriminate on the basis of race, color, religion, sex, national origin, politics, marital status, sexual orientation, physical or mental disability, age, membership or non-membership in an

employee organization, or other factor prohibited by law. ARC will provide reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please contact Allison Thiriez at 202.884.7712 or at athiriez@arc.gov