### Job Opportunity
Director, BWI

### Vacancy Number
2020-05

### Closing Date
Open until authorized

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

### Grade
NF 15

### Apply online:
https://appalachianregionalcommission.applytojob.com/apply/ZSG0Rdfg70/Director-BWI

### About the Appalachian Regional Commission
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](http://www.arc.gov)

### Position Summary
This Division supports the mission of ARC through management of economic development projects. 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 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 projects.

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

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

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

Regularly collaborates with ARC division directors, ARC Federal Office, State Partners, Federal Agencies, and others on strategic 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 program, 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 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 and economic development.

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.

Demonstrated ability to meet organizational goals and stakeholder expectations. Includes the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Demonstrated ability to work collaboratively internally and with The Federal Office, States, other Federal agencies, State and local governments, non-profit or private sector organizations, stakeholders, vendors, and others to achieve common goals.

Skill in changing and balancing complex and diverse demands and available resources in response to changing needs of the Region and its communities and demonstrated ability to exercise sound professional judgment in recommending solutions, initiatives, or funding opportunities.

A Bachelor’s degree or higher degree in a related field; Master’s degree preferred.

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 and maintain a background check/investigation
- U.S. Citizenship
- Ability to travel (up to 25%)

Salary and Benefits
ARC offers a collaborative work environment, a convenient location near Dupont Circle, and a competitive benefits package which includes health insurance, retirement, paid time off, commuting subsidy, professional development, 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 be able to continue his or her retirement and life/health insurance benefits. ARC generally follows the General Schedule Salary Table of the Federal government. ARC’s grades denoted by “NF” are equivalent to the federal grade(s) on the GS chart.

ARC is an equal employment opportunity employer and endeavors to make reasonable accommodations to the known physical or mental limitations of qualified applicants with a disability unless the
accommodation would impose an undue hardship on the operation of ARC’s business. If an applicant believes he or she requires such assistance to complete the application or to participate in an interview, he or she should contact Allison Thiriez. If an applicant has any questions or concerns, he or she should reach out to Allison Thiriez at 202.884.7712 or at hr@arc.gov