

# EXECUTIVE DIRECTOR

## Recruitment Profile





## **CVPDC REGIONAL DESCRIPTION**

The Central Virginia Planning District Commission, nestled in the foothills of Virginia's Blue Ridge Mountains, is home to more than 261,000 people spread across the four counties of Amherst, Appomattox, Bedford, and Campbell and Lynchburg City. Located centrally to major highways and interstates, major markets such as Atlanta, Philadelphia, and New York are all within a day's drive while Raleigh, Baltimore, Charlotte and Washington, DC are all within a 4 hour drive of the region. Though easily accessible to each of these metro markets, downtown Lynchburg is fast becoming a thriving urban core while also maintaining its historic architecture and character.

A reflection of its rich natural environment, historical significance and diverse demographics, the region offers a wide range of metropolitan, suburban, and rural activities for both recreation and culture. The region provides ease of access to exploring the Blue Ridge Mountains, hiking the parts of the Appalachian Trail, visiting vineyards and destinations of historic significance, enjoying floating and fishing along the James River, delighting in rich art and cultural activities, and discovering numerous national and state parks and museums.

The region boasts an average cost of living that is 13.4% lower than the national average and unemployment rate in the region is consistently less than the national average. The region's largest employers are in the higher education and healthcare sectors, but the region is also home to U.S government suppliers and energy companies as well as national retailers and manufactures.

The region is also home to two major hospitals and a state-of-the-art regional cancer center and situated between two renowned research hospitals at the University of Virginia and Duke University.

The region is home to several major colleges and universities, including Liberty University, University of Lynchburg, Randolph College and Swett Briar College. With a robust offering of colleges and universities, regular listings as one of the top 10 most secure cities, and highly rated pre-schools, public and private k-12 education opportunities, including Schools for Innovation, STEM academies and a Governor's Schools for Science and Technology, the region continues to be a desired location to live and work.



# VISION. LEADERSHIP. OPPORTUNITY.



## **POSITION: Executive Director**

The Central Virginia Planning District Commission seeks a highly qualified professional with a breadth of relevant experience and a track record of success for the position of Executive Director. Under the direction of the CVPDC Commission, the Executive Director provides executive leadership and oversight to CVPDC day-to-day operations. The Executive Director ensures (through program development, oversight and leadership) that the mission, vision and goals of the CVPDC are carried forward and implemented.

## **CVPDC: Overview**

CVPDC's Commission consists of one elected official from each of the ten jurisdictions and the chief appointed official (City/Town Manager or County Administrator) as well as a representative from the Virginia Senate, Virginia House of Delegates and the Lynchburg Regional Business Alliance and meet seven times a year.

The Commission has an Executive Committee consisting of the Commission Chair and all of the Managers/Administrators Commission members and meet as needed.

The CVPDC provides staffing, financial management and HR support to several organizations including:

- ▶ *Central Virginia Planning District Commission and Central Virginia Transportation Planning Organization - \$900,000 budget*
- ▶ *Central Virginia Radio Communications Board - \$1.25 MM annual budget*
- ▶ *Central Virginia Workforce Board - \$1.35 MM annual budget*
- ▶ *Region 2000 Services Authority - \$7 MM annual budget*

## **CVPDC: Mission**

- ▶ *Be a dynamic public forum for matters of regional significance.*
- ▶ *Create solutions by coordinating plans and building coalitions.*
- ▶ *Provide service excellence to our localities and to the Commonwealth.*

The CVPDC serves to focus attention, collaboration and resources on critical issues affecting our collective future. It is a place where localities meet, communicate and identify initiatives to improve the quality of life and lower public services costs.

The CVPC serves as a clearinghouse for multi-jurisdictional programs providing oversight, consistency and input from local government officials.

## **CVPDC: Member Jurisdictions**

- ▶ *Amherst County and Town*
- ▶ *Appomattox County and Town*
- ▶ *Bedford County and Town*
- ▶ *Campbell County and Altavista and Brookneal Towns*
- ▶ *City of Lynchburg*





## **POSITION: Roles & Responsibilities**

The Executive Director is responsible for the overall management of the organization. Using both the vision of the needs of the community and the contracts at hand, the Executive Director will compile the annual CVPDC work program and budget. The Executive Director is responsible for external relations and communications with Commission members, the media and public and private community leaders.

## **Qualifications**

- ▶ *Prior experience reporting to a policy board or political subdivision*
- ▶ *Local government generalist experience*
- ▶ *A track record of cultivating a positive organizational culture*

Master's degree preferred (or equivalent professional experience) in public administration, urban planning, or field related to the role and 5 or more years of progressively responsible related experience at the senior or executive management level.

## **Personal Traits**

- ▶ *Collaborative Approach—Approachable*
- ▶ *Accountability and Follow-through*
- ▶ *Political Savvy Without a Political Agenda*
- ▶ *Outcome Based*
- ▶ *Ensuring Colleagues' Success*
- ▶ *Vision, Innovation and Future Focus*
- ▶ *Active Listening, Communication and Public Speaking Skills*
- ▶ *Adept at Dealing with Difficult Issues*
- ▶ *Consensus Building and Facilitation Skills*
- ▶ *High Level Of Personal and Professional Integrity*
- ▶ *Have a Genuine Passion for Public Service*
- ▶ *Have the Ability to Think Strategically, Anticipate Issues and Make Comprehensive Recommendations*
- ▶ *Self-motivated With an Entrepreneurial Spirit That Can Help Sustain CVPDC, Maintain Its Relevance, and Provide Needed Services*
- ▶ *Be Committed To Advancing Diversity, Equity and Inclusion*
- ▶ *Possess Experience in Leading, Motivating, Retaining and Attracting Professional Staff*



# **CHALLENGES, PROJECTS AND KEY ISSUES**

## **Economic Development**

- ▶ 7,000 fewer workers in the civilian labor force post-COVID
- ▶ Application with EDA underway to update the Comprehensive Economic Development Strategy
- ▶ Longer term objective is to be designated as an EDA Economic Development District

## **Public Safety/Communications**

- ▶ Building on the regional Hazard Mitigation Plan ([www.cvhmp.org](http://www.cvhmp.org)) to reduce impact of disasters
- ▶ Examining alternatives to lower costs and improve services with the Central Virginia Radio Communications system

## **Diversity, Equity, and Inclusion**

- ▶ The realities of economic and racial inequality need to be a constant theme woven throughout the various areas of services provided by the CVPDC.

## **Transportation and Rail**

- ▶ Aging transportation infrastructure to move people and goods within the region
- ▶ Transportation network to support Liberty University's growth
- ▶ Intersection and corridor safety studies underway
- ▶ Long term need of expanding transit and rail services

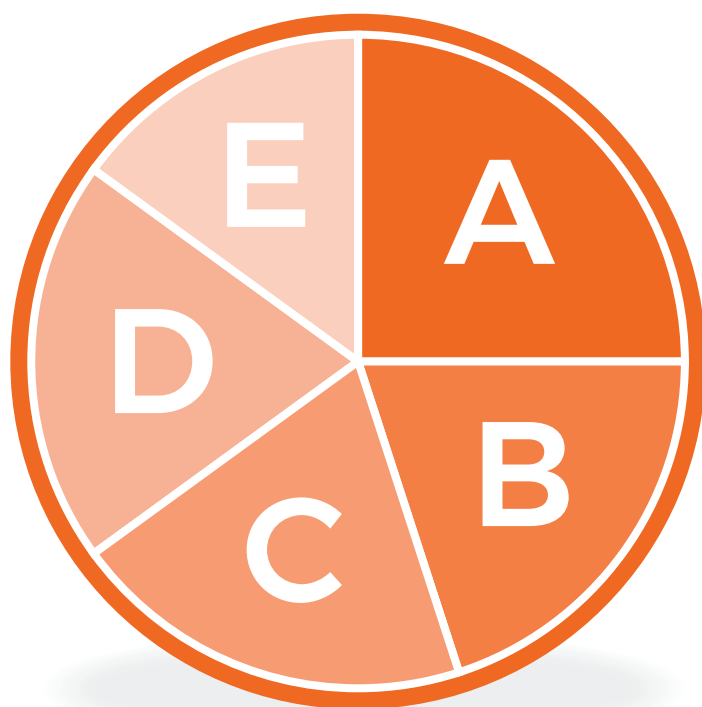
## **Municipal Solid Waste Disposal**

- ▶ Planning for the future of solid waste disposal after current permitted landfill cells are full in 2029

## **Regional Approach to Services**

- ▶ Collaborating with local government stakeholders to identify services that can be provided on a regional basis. Once identified, determining the financial impact and deployment of resources to provide the services.

# **PERCENTAGE OF FOCUS (DUTIES/RESPONSIBILITIES)**



- A** - Develops effective working relationships with local elected officials, CVPDC board, local government staffs, state and elected officials, community non-profits and stakeholders - 25%.
- B** - Develops new regional planning and project initiatives – 20%
- C** - Overall management of staff, HR, financial and contract administration – 20%
- D** - Coaches and advises staff conducting a wide range of activities including development and implementation of various plans and projects – 20%
- E** - Organizes meetings, prepares agendas and supporting materials, provides technical and administrative support in response to decisions resulting from CVPDC meetings – 15%





## **COMPENSATION AND BENEFITS**

The target starting salary range for this position is \$120,000 - \$140,000.

Attractive benefits include health, dental and vision insurance, participation in the Virginia Retirement System (VRS), 12 paid time off holidays, and upwards of 4 weeks of paid leave (vacation/sick) per year.

Additional information on benefits can be found at:

<https://www.cvpdc.org/employee-resources.html>

## **APPLICATION PROCESS**

Please send a letter of interest and resume to [hr@cvpdc.org](mailto:hr@cvpdc.org).  
Formal review of applications will begin on January 12, 2022.

## **CONTACT INFO**

Questions may be directed to:  
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