

## Community Initiatives Director

Vacant

Community Development - Leadership

September 2016



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### **Basic Purpose:**

In collaboration with the Community Development Director and other internal and external stakeholders, the Initiatives Director will lead strategic community development projects by developing annual performance goals, plan implementation and optimizing annual strategic initiatives. The Initiatives Director is responsible for developing annual strategic documents, frameworks and studies for community development, analyzing gaps, opportunities and marketplace forces.

### **Essential Duties:**

- Develop annual strategic documents, frameworks and studies for business/community development, analyze gaps, opportunities and market place forces.
- Scope, develop and implement annual strategic initiatives identified in the WBC framework and other identified diversification strategies.
- Collaborate with the development director to develop annual performance goals, plan, implement and optimize annual strategic initiatives.
- Lead selected projects that require cross-functional engagement with staff across the organization and external stakeholders.
- Provide support to the CEO and CPO on short and long-term projects including: undertaking research, tracking trends, preparing presentations, developing of meeting agenda, drafting briefing papers and/or compiling pertinent background materials, preparing summaries of discussion; coordinating logistical arrangements; and ensuring appropriate and effective communications with participants.
- Identify and engage industry experts, stakeholders (e.g. governmental, business, community) and other contacts and resources that can help frame and advance the WBC's strategy.
- Research and analyze issues and trends that have potential to impact strategies and provide expertise and direction.
- Prepare background materials and develop proposed action strategies in support of the WBC's efforts to advance community or business interests relative to identified trends and emerging issues.
- Assist in development of the Community Development division's annual work plan and budget.
- Liaison to Board of Director advisory committees.
- Reports to CPO.

### **Position Requirements:**

- Any combination of education and experience equivalent to a bachelor's degree plus at least 10 years' progressive work experience in economic development.
- Understand how decisions and choices impact the long-term viability of community development in Wyoming.
- Understand the larger picture and vision of community development in Wyoming.
- Exceptional communication, analytical, leadership, decisiveness, listening, research and problem-solving skills.
- Flexibility and collaboration.