



Vacancy Announcement

Managing Director GO Virginia Northern Region Council #7

The *SkillSource* Group, Inc. (SSG) supports economic and workforce development initiatives throughout the Northern Virginia region. As a full-time Senior Managing Director for the GO Virginia Northern Region Council, this position will be the lead staff coordinating all Northern Region Council activities and funding strategies. The Managing Director will work closely with the Co-Managing Director of the GO Virginia Northern Region Council as well as senior officials of The *SkillSource* Group, Inc.

GO Virginia is a bipartisan, business-led economic development initiative that is changing the way Virginia's diverse regions collaborate on economic and workforce development activities. There are nine (9) GO Virginia regions. Region 7 consists of the cities Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park; and the counties of Arlington, Fairfax, Loudoun, and Prince William. The *SkillSource* Group, Inc., under contract from the Northern Virginia Regional Commission, provides staffing support for the GO Virginia Northern Region Council. More details about GO Virginia are available at <https://govirginia.org/>

Managing Director Responsibilities and Tasks:

The Managing Director role is broad and encompasses a range of roles measured by specific outcomes, including:

Project Pipeline Development and Coalition Building

- Review and execute strategies contained within the current Growth and Diversification Plan as approved by the Region 7 Council.
- Develop and cultivate alliances and partnerships with regional stakeholders.
- Develop and cultivate alliances and partnerships with out of region partners that result in increased funding and technical resources for the Region.
- Ensure an increase in the number of projects in the pipeline that align with the objectives of the Region 7 Growth and Diversification Plan.

- Coordinate communication with and implementation of strategies among constituent groups of GO Virginia with particular focus on those in Region 7, including existing economic development organizations, innovation assets, existing employers, workforce, training, education, and non-profit organizations.
- Shepherd potential projects to ensure they are best positioned for review and approval by the Regional Council and State Board.
- Adhere to GO Virginia State Board and Virginia Department of Housing and Community Development (DHCD) guidelines.

Council Coordination and Financial Management

- Develop and oversee the execution of the operational budget and funds management.
- Coordinate and convene Regional Council meetings ensuring adherence to the Freedom of Information Act (FOIA) and Conflict of Interest Act (COIA) guidelines.
- Develop agendas and presentation materials and meeting minutes for Council, Executive and Finance Committee meetings.
- In coordination with the staff and other consultants to the Council, oversee the operations, including accounting practices, grant administration, project management and tracking and reporting of performance metrics and grant outcomes.
- Finalize the Region 7 Business Operations Plan, develop annual reports, and secure financial resources to ensure program continuity.
- Bridge opportunities across multiple Regional Councils Statewide.

Communications and Outreach

- Establish and maintain a strong ongoing relationship with the Northern Virginia Regional Commission to realize benefits from its resources and capacity development expertise.
- Serve as the primary communication channel with the Virginia Department of Housing and Community Development (DHCD).
- Ensure the design and implementation of an outreach and communication strategy for the Region 7 Council to include the use of communications tools such as newsletters, social media, marketing collateral, presentation materials, and website.
- Lead the development of a GO Virginia branding initiative for Region 7 to include significant stakeholder engagement in the development process.
- Build and maintain relationships with stakeholders including funders, employers, localities, education/workforce entities, as well as other Regional Councils throughout the Commonwealth.
- Shepherd potential projects to ensure they are best positioned for review and approval by the Council the State Board
- Stay attuned to and identify best practices from other Regions.

Background and Qualifications

The GO Virginia Northern Region Managing Director must reflect the following qualifications and characteristics:

- A Bachelor's Degree is required and a Master's Degree is desirable. Specific work and leadership experiences are essential in local and regional economic development, workforce development and training, along with a solid understanding of the Northern Virginia labor market and its strengths and weaknesses. Direct work experience with GO Virginia programs is highly desirable.
- Prior experience in administering and reporting on Federal and State workforce and economic development grant programs.
- Experience and interest in interacting with senior officials in public and private organizations. Excellent speaking, writing and communication skills are critically important.
- Enjoys problem solving and is willing to find creative solutions.
- An ability to manage multiple activities and projects simultaneously, with urgency.
- Strong work ethic, integrity, maturity and good judgment, an ability and willingness to multi-task, a great sense of humor, and an excellent proficiency in Microsoft Office products and utilization of the Internet is essential.
- Access to and utilization of a privately-owned automobile for business travel throughout the Northern Virginia region and Greater Washington D.C. (All business mileage will be reimbursed at the IRS-approved rate).

The Managing Director reports to The ***SkillSource*** Group President and CEO and will coordinate very closely with the leadership of the GO Virginia Northern Region Council, in addition to State and local officials. The incumbent will be actively engaged in a team effort comprised of SSG staff, and professionals from a wide variety of partner organizations locally. This position is a 40 hour per week commitment. This employment opportunity is replacing a successful incumbent who is retiring and is funded through June 2026.

Compensation/Benefits:

Salary: Negotiable, up to \$93,000 annually. Outstanding benefits package, including employer-paid health insurance, 401(k) Plan, Life Insurance and Disability Insurance.

Background Checks:

A Criminal Background Check will be conducted for this position, with prior approval by the applicant.

Office Location: This position will be able to telework and/or work out of the ***SkillSource*** Administrative offices located at 8270 Greensboro Drive, Suite 850, McLean, VA 22102. Free

parking is provided. A portable computer, printer, telephone, and office supplies will be provided by ***SkillSource***. Access to the Internet from a home office is required.

How To Apply: Please send a letter of application and resume to David Hunn, President and CEO, The ***SkillSource*** Group, Inc., to careers@vcwnorthern.com by Tuesday, May 13, 2025 at 5:00 p.m. EDT. No telephone calls please.

More information about The ***SkillSource*** Group, Inc. is available at www.vcwnorthern.com.

The ***SkillSource*** Group, Inc. is an equal opportunity employer.