

## **Job Announcement**

### **Executive Director**

The Northeast Georgia Regional Commission (NEGRC) is currently accepting applications for the position of Executive Director. The NEGRC is based in Athens, Georgia in a region and service area that covers 12 counties and 54 cities with an estimated population of 691,247. Athens is home to the state's flagship university, the University of Georgia, located 72 miles northeast of Atlanta, and with both urban and rural areas.

This leadership position oversees the day-to-day management, supervision, and operations of a regional-planning organization with 37 staff providing local-government assistance in the following service areas: Planning and Community & Economic Development; Aging Services, Workforce Development, and Authority Administration. The NEGRC is guided by 41 elected and appointed Councilmembers that establish policies and provide guidance for the regional-organization's activities. The Executive Director reports to the NEGRC's Council and its Chairperson.

### **Key Functions and Duties**

#### **Leadership**

- Provide personnel with oversight and guidance to successfully perform their assigned job duties.
- Develop partnerships and maintain working relationships with local, state, and federal agencies and organizations.
- Plan, organize, and lead formal meetings. Serve on appointed boards.
- Advise and report to a policy board

#### **Communication**

- Write reports, speeches, correspondence that effectively convey ideas, thoughts, or information.
- Read and review a range of reports, agreements, and contracts that includes technical, financial, and programmatic information. Prepare review comments, responses, etc.

#### **Public Relations**

- Represent the NEGRC at official meetings
- Develop and publish newsletters, press releases, related communications

- Provide formal, public presentations to local governments, non-profit organizations, and governmental agencies.

#### Management

- Develop financial budgets and oversee the organization's fiscal management
- Oversee programmatic activities and their compliance with state and federal regulatory requirements
- Recognize opportunities for regional cooperation and collaboration. Develop frameworks and strategies that enable regional growth and advancement.
- Serve as a resource for local governments and organizations, offering professional guidance, support, and capacity for regional cooperation and collaboration.
- Review contracts, execute legal documents, and prepare official correspondence on behalf of the NEGRC in coordination with NEGRC Council Chairperson.
- Performs other responsibilities and duties as needed.

#### Minimum Qualifications

Master's degree in planning, public administration, or related field.

Work experience that includes 7-10 years in planning, public, administration or related work, including at least 5 years in a top-level management position. Other training or experience, if evaluated as equivalent, may qualify an applicant for this position.

#### Compensation/Benefits

The salary range for this position is \$130,163-\$193,415 based on qualifications and experience. The NEGRC offers a competitive benefits package that includes medical, dental, vision insurance, a retirement plan, and paid time off.

#### Submitting an Application

Eligible applicants should submit a cover letter and resume to: Amber Bailey, NEGRC HR Manager/Executive Assistant, 305 Research Drive, Athens, Georgia 30605-2795 or email: [abailey@negrc.org](mailto:abailey@negrc.org). A review of applications will begin on October 15, 2024 and continue until the position is filled.

The NEGRC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. Applicants must be authorized to work for any employer in the U.S. We are unable to sponsor or take over sponsorship of an employment Visa at this time.