

**Executive Director  
Northwest Georgia Regional Commission (NWGRC)**

**The Position in Brief:**

The Northwest Georgia Regional Commission (NWGRC) seeks a highly qualified professional with relevant experience and a track record of success for the position of Executive Director. Under the direction of the Council and its Chair, the Executive Director serves as the Chief Executive Officer for the NWGRC and provides executive oversight of day-to-day operations. The Executive Director gives direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives.

**The NWGRC Mission Statement:** To improve the quality of life for every Northwest Georgia resident, through orderly growth, conservation of the region's natural and historic resources, and care and development of the region's human resources. Proudly serving the fifteen (15) counties of Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, and Whitfield.

**The NWGRC Organization:** Is governed by a fifty-member Council, consisting of elected officials, private sector members, and five (5) State appointees—three (3) by the Governor, one (1) by the Lieutenant Governor and one (1) by the Speaker of the House.

**The NWGRC Purpose:** Major responsibilities of the Regional Commission include-- (1) implementation of the Georgia Planning Act of 1989; (2) administration of the Area Agency on Aging (AAA); (3) administration of the Workforce Innovation and Opportunity Act (WIOA); and (4) providing planning and development assistance to member governments in areas they could not otherwise afford.

**Ideal Candidate:**

The breadth of NWGRC's role and impact requires the Executive Director to possess a unique combination of experience, skills, and attributes.

**Most Important Types and Combinations of Experience:**

- Prior experience reporting to a policy board or legislative body
- Subject-matter expertise in one or more NWGRC focus areas
- Relevant nonprofit, business, or private sector experience
- Local government generalist experience

**Most Important Qualities and Attributes:**

- Collaborative approach
- Accountability and follow-through
- Political savvy without a political agenda
- Vision and future focus

**Most Important Skills and Abilities:**

- Communication and public speaking skills
- A track record of cultivating a positive organizational culture
- Adept at dealing with difficult issues
- Consensus-building and facilitation skills
- A calm demeanor during times of stress, while being open to listening to other's concerns

**Most Important Personal Foundations:**

- Possess a high level of personal and professional integrity, gaining respect and inspiring the trust and confidence of the Council, co-workers, elected officials, at the local, state, and federal levels, and other community stakeholders
- Highly skilled in working effectively with state and federal legislative bodies
- Have a genuine passion for public service, including a commitment to the betterment of the Northwest Georgia Region
- Have the ability to think strategically, anticipate issues, and make comprehensive recommendations regarding policy matters affecting the region
- Be committed to advancing diversity, equity, and inclusion within NWGRC
- Possess experience in leading, motivating, retaining, and attracting professional staff and experience in evaluating staff to effectively meet an organization's needs

**Specific Committee Responsibilities:**

- Assure that the organization has a long-range strategy that achieves its mission, and toward which it makes consistent and timely progress
- Provide leadership in developing program, organizational and financial plans with the Regional Commission and staff and carry out plans and policies authorized by the Council

- Maintain official records and documents and ensure compliance with federal, state, and local regulations
- Maintain a working knowledge of significant developments and trends within the field

**In Communications, the Executive Director Will:**

- See that the Council is kept fully informed on the condition of the organization and all important factors influencing the future of the organization
- Publicize the activities of the organization, its programs, and its goals
- Establish sound working relationships and cooperative arrangements with community groups and organizations
- Represent the programs and point of view of the organization to agencies, organizations, and the general public

**In Relation to Staff Members, the Executive Director Will:**

- Be responsible for the recruitment, employment, and release of all personnel, both paid staff and any volunteers
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place
- See that an effective management team, with appropriate provision for succession, is in place
- Encourage staff and volunteer development and assist program staff in relating their specialized work to the total program of the organization
- Maintain a climate that attracts, keeps, and motivates a diverse top-quality staff
- Responsibilities include interviewing, recommending for hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving personal problems

**In Budget and Finance, the Executive Director Will:**

- Be responsible for developing and maintaining sound financial practices
- Work with the staff, Personnel and Financial Management (PFM) Committee, and the Council in preparing a budget; see that the organization operates within budget guidelines

- Ensure that adequate funds are available to permit the organization to carry out its work
- Jointly, with the Chair of the Regional Commission, conduct official correspondence of the organization and, jointly, with the designated officers, execute legal documents

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, financial reports, legal documents, technical procedures, or governmental regulations; write reports, business correspondence and procedures manuals; efficiently respond to questions from membership, staff and members of the community; communicate effectively in both written and oral forms; and, effectively present information to membership, top management, public group, and/or boards of directors.
2. **REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions; exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies.
3. **OTHER KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of the principles and techniques of research and grant administration, contract administration and negotiation, community organization, fiscal and organizational management, principles and practices of marketing and public relations. Ability to plan, direct and coordinate activities; negotiate and administer contracts; work with health care providers, commercial vendors, government agencies, community groups and other organizations as necessary; communicate effectively in both written and oral forms; exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies.

Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_