

Delta Regional Authority – Deputy Advisor for Policy and Strategic Programs

The Delta Regional Authority (“DRA” or “the Agency”) is an independent federal agency created by Congress in the “Delta Regional Authority Act of 2000” that serves 252 counties and parishes in an eight-state region: Alabama, Arkansas, Illinois, Kentucky, Louisiana, Mississippi, Missouri, and Tennessee. DRA operates as a federal-state partnership and works with its local development districts by utilizing market-proven processes to improve economic outcomes and enhance the quality of life for the people in its region. DRA makes strategic investments of federal appropriations into projects supporting basic public infrastructure, transportation improvements, business development with an emphasis on entrepreneurship, and workforce development.

Together, the Federal Co-Chairman – who is appointed by the President and confirmed by the U.S. Senate – the Alternate Federal Co-Chairman, and DRA’s Board of Governors, seek to foster local and regional partnerships that address economic and social challenges to ultimately strengthen the Delta economy and quality of life for Delta residents.

JOB TITLE: Deputy Advisor for Policy and Strategic Programs

SUPERVISORY CONTROL: Director of Federal Affairs and Strategic Programs; Chief of Staff

POSITION LOCATION: Little Rock, AR

POSITION SUMMARY: The Deputy Advisor for Policy and Strategic Programs, in coordination with the Director of Federal Affairs and Strategic Programs, will assist with the development and implementation of various DRA programs and special initiatives, including: Re-imagining the Delta Workforce; Growing Small Businesses & Entrepreneurs; Promoting Tourism and the Cultural Economy; Promoting a Healthy Delta; Supporting Delta Leadership; and Cultivating Innovative Partnerships. The Deputy Advisor for Policy and Strategic Programs, in coordination with the Director of Federal Affairs and Strategic Programs, will also be expected to build strategic partnerships with federal agencies, economic and community development organizations, state and local government entities, philanthropic organizations and NGOs, among others.

DUTIES AND RESPONSIBILITIES

The Deputy Advisor for Policy and Strategic Programs is expected to possess the following skills, experience, and knowledge necessary to execute and deliver the following outcomes on time as specified by the Delta Regional Authority:

- Provide support for the Director of Federal Affairs and Strategic Programs, Alternate Federal Co-Chairman and Federal Co-Chairman, specifically related to DRA programs and special initiatives;
- Coordinate and manage logistics for DRA programs and special initiatives;
- Interact with key stakeholders to develop and implement high quality programs and DRA events/conferences;
- Provide in-person support to the Federal Co-Chairman, Alternate Federal Co-Chairman, and Director of Federal Affairs and Strategic Programs at DRA events/conferences and facilitate follow-up correspondence from all public events;
- Monitor quarterly reports and project status of all DRA programs and special initiatives;
- Monitor program delivery and economic impact of DRA programs and special initiatives;
- Maintain updated catalogue of federal funding opportunities to be published in a bi-monthly newsletter;
- Conduct public policy research to provide the Federal Co-Chairman, Alternate Federal Co-Chairman, and Chief of Staff with briefings and memos; and
- Provide updated information on all DRA programs, initiatives, and projects to the DRA communications staff for use in external publications and DRA website.

QUALIFICATIONS:

EDUCATION: A minimum of a Bachelor's Degree from a four-year accredited college or University in a related field. Graduate degree preferred.

EXPERIENCE: Two to four years of experience in program development, program management, and/or rural community development required.

Experience working, living, or studying in the DRA Region.

OTHER REQUIREMENTS:

- Strong creative, strategic, analytical, organizational, and interpersonal skills.
- Computer literacy in word processing, database management, and website layout.
- Excellent research and writing capabilities;
- Exceptional facilitation and communications skills;
- Strong public speaker and ability to represent the organization externally;
- Strong work ethic and willingness to serve a range of duties;
- Keen attention to detail, ability to multi-task, perform analysis and meet deadlines;
- Comfortable working in a fast-paced, deadline-oriented, dynamic environment with multiple ongoing responsibilities and very high expectations for quality of work; and
- Willingness to travel with both long-term and short-term notice.

PHYSICAL REQUIREMENTS:

Reasonable accommodations will be made to enable individuals with disabilities to perform the following essential functions.

- Audio-visual discrimination and perception sufficient to: (a) make accurate observations; (b) read and write; (c) operate assigned equipment; and (d) communicate effectively with others
- A mental capacity for: (a) sound decision-making and exercising good judgment; (b) evaluating and interpreting the implementation of DRA established rules and regulations.
- A physical condition appropriate to the performance of assigned duties and responsibilities which will include but may not be limited to the following: (a) standing, walking, sitting for extended periods of time; (b) use of hands and fingers or adaptive equipment to safely operate assigned equipment; (c) ability and license to operate a vehicle for both short and long-distance trips.
- Travel within the eight states of the DRA footprint will be expected – potentially on a weekly basis.

COMPENSATION: Salary is based upon salary history, education, and experience.

HOW TO APPLY: Submit a cover letter, resume with no more than three references, and two writing samples to jobs@dra.gov with the subject line: Special Advisor for Policy and Strategic Programs.