

Delta Regional Authority

Job Description -- Regional Economic and Community Development Officer (RDO)

The Delta Regional Authority is a federal-state partnership that is congressionally mandated to help create jobs, build communities, and improve lives in the Delta region, which includes 252 counties and parishes in Alabama, Arkansas, Illinois, Kentucky, Louisiana, Mississippi, Missouri, and Tennessee. The Authority invests in projects that directly support community and economic development efforts for the Delta region through investments in basic public infrastructure, transportation, workforce development, small business and entrepreneurial development, health, and disaster resiliency and economic recovery and capacity building.

As DRA works with its front-line project developers – the 45 Local Development Districts which overlay its footprint – plus the requisite local, state, and federal leadership, it invests into projects to help create jobs, improve lives, and build communities as these investments improve local economies.

JOB TITLE: Regional Economic and Community Development Officer (RDO)

SUPERVISORY CONTROL: Director of Project Development and Management

POSITION LOCATION: RDO will be placed and work within an assigned district with visits to DRA's central office in Clarksdale, MS on a regular basis.

Region 3: Southeast Arkansas, Northeast Louisiana, and Mississippi

POSITION SUMMARY: The Regional Economic and Community Development Officer will serve as a principal liaison for DRA to Federal, State, and local stakeholders as a key resource for development and coordination, funding, and implementation of local and regional projects focusing on:

- Place-based strategies,
- Transportation and basic public infrastructure,
- Workforce training and development,
- Small business and entrepreneurship development, and
- Disaster resiliency, response and economic recovery.

In this capacity, the incumbent will also be cross-trained to be a supplemental resource for disaster resiliency, response and economic recovery as well as on the ground support for city, county and state partners. While serving as the DRA primary lead and facilitating DRA supporting

role as it relates to the National Disaster Response Framework as directed by FEMA, while also implementing DRA's mission in support of communities impacted from a man-made or natural disaster.

DUTIES AND RESPONSIBILITIES

Additionally, the RDO 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 (DRA):

This list is representative but not exhausted; other tasks and responsibilities may be added as needed, as the Regional Economic and Community Development Officer shall:

- Deliver information, program support and, as required, training to regional stakeholders related to integrated economic development resources and programs available from participating federal, state and local agencies. In addition, the incumbent provides consultation, advisement and technical assistance for initiatives/interagency challenge competitions, and serves as the lead in coordinating with headquarters Delta Regional Authority staff.
- Coordinate of DRA efforts with Local Development Districts and funded projects.
- Consult with Federal Co-Chairman, the senior leadership, and DRA staff on federal initiatives that present opportunities to integrate funding resources from multiple federal agencies; advises on ways to synthesize other federal programs and initiatives to benefit communities.
- Utilize/apply economic development data to Comprehensive Economic Development Strategies (CEDS) to identify opportunities for projects in communities that are experiencing severe economic challenges and will benefit from the complementary application of federal funds from multiple sources.
- Participate in planning, developing, implementing, and delivering training and outreach to various interests' groups, such as state and community or economic development planners, employees of state and county organizations.
- Provide technical assistance on initiatives or development and implementation of multi-agency challenge competitions. Assists DRA staff with identifying opportunities for multi-agency engagement and collaboration.
- Review/advise Stakeholders (internal or external) on organization structures, methods, and procedures; utilizes new or modified program/management policies, regulations, goals, or objectives relative to assigned programs. Shares best practices and lessons learned for continuous program improvement.

- Participate in regional meetings with other federal and state economic development agencies in order to develop coordinated program content that will result in the comprehensive delivery of existing federal resources through regional office staff.
- Perform all other economic development functions that involve the integration of funding across multiple federal agencies not elsewhere specified.
- Disseminate program content through staff training and other modes of communication to ensure understanding of economic development and related policies involving multiple federal agencies that could impact implementation of integrated, regional economic development.
- Serve as the regional subject matter expert on a broad range of federal, state, local and philanthropic agency economic development initiatives and interagency challenge competitions; in addition, an understanding of various economic disaster recovery strategies and how to implement them to benefit communities.
- Serve as the regional point for disaster recovery efforts of the Authority.

QUALIFICATIONS:

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

EXPERIENCE: One to three years of experience in government affairs, community development, and/or economic development required.

Experience working, living, or studying in a state included in the DRA footprint.

OTHER REQUIREMENTS:

- Exceptionally strong writing, editing, and research skills
- Ability to demonstrate skills, knowledge, and experience in the execution of workforce plans and activities.
- Strong creative, strategic, analytical, organizational, and interpersonal skills.
- Computer literacy in word processing, database management and website layout.
- Strong oral and written communications skills.
- Strong commitment to diversity and equity.
- Ability to travel up to 80% of job.
- Ability to effectively multi-task.

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 on a potentially weekly basis.

COMPENSATION:

Salary \$50,000 to \$55,000 based on history, experience and education. While not a federal position, the DRA position mirrors as best as possible the federal employee benefit program and includes insurance (a stipend for health insurance plus dental, vision and life coverage), DRA Vehicle, and participation in retirement plan.

HOW TO APPLY: Submit a cover letter, resume with references, and two writing samples to jobs@dra.gov with the subject line: DRA Regional Coordinator for Economic and Community Development.