



Delta Regional Authority Job Description | Leadership Development Program Manager

The Delta Regional Authority (“DRA” or “the Authority”) 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, and business development, emphasizing entrepreneurship and workforce development. Together, the Federal Co-Chairman –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.

Delta Regional Authority, an Equal Opportunity Employer, is committed to providing equal employment opportunities to all employees and applicants for employment. It prohibits discrimination and harassment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

JOB TITLE: Leadership Development Program Manager

SUPERVISORY CONTROL: Director of Human Infrastructure

SUPERVISION EXERCISED: No

FLSA STATUS: Nonexempt

POSITION LOCATION: Remote (Within the 252 counties and parishes of the eight-state Delta region) or Hybrid (within 60 miles of Clarksdale, MS Office)

POSITION SUMMARY: The Leadership Development Program Manager, in coordination with the Director of Human Infrastructure, will provide strategic leadership and management of the Delta Leadership Institute (DLI), a nine-

month-long executive academy created to train leaders from diverse backgrounds, sectors, and industries to improve the economic competitiveness and social viability of the Mississippi River Delta and Alabama Black Belt. The program manager is also responsible for effectively managing the Delta Leadership Network (DLN), which consists of over 600 DLI alumni.

The Leadership Development Program Manager will bring creative thought leadership and innovative approaches to both DLI and DLN. A successful Manager will be an experienced program leader with a solid background in leadership development and program management, while also possessing a good understanding of adult learning theory to ensure program effectiveness and participant learning.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Leadership Development Program Manager include, but are not limited to:

- Lead the design and delivery of the DLI executive academy curriculum, which incorporates a variety of learning methodologies to ensure that DLI fellows are equipped with the tools, skills, and capabilities required to act in their respective communities to bring positive change in the DRA region,
- Collaborate with external partners to effectively develop and administer all programmatic elements, including presentations, case studies, workshops, simulations, and field experiences,
- Develop and manage leadership development program budgets, including the tracking and balancing of program expenses,
- Ensure that all programmatic elements align with DRA's mission and goals,
- Develop program evaluations and conduct post-program surveys to capture relevant feedback and incorporate successes and areas for improvement into continuous improvement of the program,
- Engage fully with all DRA staff, including participating in staff meetings and other agency events, and providing support to other staff members as needed.

QUALIFICATIONS:

EDUCATION/EXPERIENCE:

A minimum of a bachelor's degree from a four-year accredited college or university in a related field **OR** at least five years of experience in program development, program management, and rural community development is required. Experience in the field of adult learning and leadership development is preferred. Experience living, studying, or working in the DRA region is preferred.

OTHER REQUIREMENTS:

- Strong creative, strategic, analytical, organizational, and interpersonal skills,
- Strong proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint); ability to learn and utilize relevant software packages
- Demonstrated 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,
- Willingness to travel with both long-term and short-term notice.

Deadline to Apply: December 18, 2022, by 5:00 PM CST

Please submit your resume to humanresources@dra.gov with the subject line:
Leadership Development Program Manager