



**Program Director  
GO Virginia Region 6  
Position Description**

**Position Summary**

The GO Virginia Program Director is responsible for providing staff support to the Mary Ball Washington Regional Council (GO Virginia Region 6) and ensuring the George Washington Regional Commission fulfills its duties as the GO Virginia Region 6 Support Organization and Fiscal Agent. The Director will coordinate GO Virginia Region 6 programs for the George Washington Regional Commission.

GO Virginia is a business-led economic development initiative that is changing the way Virginia's diverse regions collaborate on economic and workforce development activities. GO Virginia supports programs to create more high-paying jobs through incentivized collaboration between business, education, and government to diversify and strengthen the economy of Virginia through both a state board and series of regional councils. GO Virginia Region 6 includes the City of Fredericksburg and the counties of Caroline, Essex, Gloucester, King and Queen, King George, King William, Lancaster, Mathews, Middlesex, Northumberland, Richmond, Spotsylvania, Stafford, and Westmoreland.

The Program Director's key functions will be facilitation and communication roles that will develop a robust project pipeline for the region. As a facilitator, the director will help manage and provide assistance with GO Virginia funding and initiatives benefiting GO Virginia Region 6. As a communicator, the director's role will be to engage, educate and champion stakeholders who represent area businesses and entrepreneurs, localities, education, nonprofits, and private foundations.

**Principal Duties and Responsibilities**

- Coordinates and staffs Regional Council and committee/working groups
- Provides technical and process support to the Regional Council
- Keeps the Regional Council and partners informed of GO Virginia efforts and best practices
- Oversees the project application process and provides technical assistance to project applicants
- Performs grant administration duties for both Capacity Building funding and funded projects
- Prepares and submits required financial and programmatic reports
- Works collaboratively with Region 6 partners, other GO Virginia Regions, and State agencies
- Oversees marketing and outreach for Region 6
- Provides supervisory management of program staff

**Qualifications**

- Bachelor's Degree in urban/regional planning, public administration, public policy, economics, business, or a related field
- 3 to 5 years of professional experience, preferred (Master's Degree can be substituted for some experience)
- Experience in grant administration and/or economic development
- Knowledge of GO Virginia and/or economic development efforts in Virginia, preferred
- Excellent organization and project management skills
- Ability to work on several projects or issues simultaneously
- Ability to maintain effective relationships with co-workers, partner organizations, and board members
- Ability to work independently or as a member of a team
- Ability to be flexible when needed, and develop creative solutions to problems

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- Ability to plan and conduct meetings and training sessions
- Strong analytical, writing, and communication skills
- Ability to collect, analyze and interpret data
- Computer proficiency and experience with Microsoft Office

Full-Time Exempt Position

40 hours per week