

August 11, 2015

**Job Description: Executive Director, Impact Harrisburg**

**Position Summary:**

The Executive Director for Impact Harrisburg is responsible for the administrative oversight of program funding, implementation, and monitoring, which will provide for the separate accounting of funds, structure, and performance of economic development and infrastructure improvement goals as set forth in the Strong Plan.

**Duties and responsibilities include:**

Development of a five year Action Plan for the operations of Impact Harrisburg Programs

Develop for approval by the Impact Harrisburg Board of Directors an annual budget criteria and budget variance criteria used for the program

Develop for approval by the Impact Harrisburg Board of Directors and for program use appropriate accounting controls and management information systems

Develop expenditure policies and procedures for receiving reports and ensuring accountability by recipients of Strong EDC or Strong IIC funds for use of funds and resources by grant and loan recipients, borrowers and equity investments

Develop Requests for Proposal for distribution to the public in submitting applications for funding consideration under economic development and infrastructure improvements

Provide to the Impact Harrisburg Board of Directors recommendations for funding awards of selected applicants under economic development and infrastructure improvement program grants

Develop fair and rational review process for submission of proposals and/or grants as prescribed in Requests for Proposals

Develop and implement process to measure program outcomes

Develop policies and procedures to monitor and review the performance of private contractors and other service providers to Strong EDC and Strong IIC

Review and make recommendations to the Impact Harrisburg Board of Directors on scoring matrix for program grant applications under Exhibit C, Program Guidelines used in the selection of grantees

Develop policies/procedures to monitor and review the performance of selected contractors/grantees and other services under Impact Harrisburg

Develop public relations strategy and marketing of activities related to activities of Impact Harrisburg

Serve as Impact Harrisburg's Liaison to public/private entities to leverage funds and/or other services that will enhance economic development and infrastructure improvements for the City of Harrisburg

Development for approval by the Impact Harrisburg Board of Directors criteria for joint ventures, co-development, and direct investments in projects

Serve as Impact Harrisburg's Liaison to the community to ensure community access to information and input

Develop internet and social media plan that will assist in engaging the communities on Impact Harrisburg activities

Develop and submit to the Impact Harrisburg Board of Director's an annual report on the achievements of its annual goals

Develop for approval by the Impact Harrisburg Board of Director's criteria for distribution of liquidation proceeds, equipment (if applicable) when Strong EDC and Strong IIC, as applicable, is dissolved or liquidated

The Executive Director for Impact Harrisburg shall perform other related duties/functions as defined/prescribed by the Impact Harrisburg Board of Directors.

**Job Location/Equipment: The work location for this position is the City of Harrisburg.**

**Essential Functions: The Executive Director shall:**

**Develop strategies for a streamline process for grant applications and funding of the same.**

**Assist applicants by providing clear instructions on the application process.**

**Use all methods of communications to ensure opportunities that include and expand MBE's and WBE's.**

**Required knowledge, skills, and abilities:**

- **Knowledge of federal, state, and local programs and processes**
- **Program management experience**
- **Excellent skills in written and oral communications**
- **Working knowledge of local business and economic conditions**
- **Knowledge of local municipal profit and non-profit organizations**
- **Working knowledge of Excel and other computer programs**
- **Demonstrated skills in public presentations**
- **Demonstrated experience working with large groups**
- **Demonstrated experience in grant writing and monitoring of grants**

**Qualifications: A Bachelor's or Master's Degree in Business Administration preferred and/or equivalent experience in a related field that strongly match the requirements of this position.**

**This position requires a highly energetic, self-motivated person with a strong commitment to public service who can handle a variety of tasks. He/she must understand the Harrisburg and regional communities and the economic development mission for the City of Harrisburg.**