

# Southwestern Pennsylvania Corporation Job Description

<b>Position Title:</b> Director of Strategic Initiatives and Policy	
<b>Reports to:</b> Deputy Executive Director for Programs	<b>Revised Date:</b> 01/2023

## General Purpose:

The Director of Strategic Initiatives and Policy will be responsible for overseeing a collaborative process to develop projects and programs for a wide range of high priority regional infrastructure and community/economic development initiatives and needs. The Director will build on existing and create new collaborative relationships with the region's technology and research community, elected officials and public sector partners, established planning partners and others to incorporate innovation into the region's existing projects to maximize the region's limited funding resources, as well as developing new projects and initiatives that take advantage of the region's world-class technology community.

The Director will lead a multidisciplinary group charged in developing funding applications to state, federal and local competitive programs. Additionally, the group will research, recommend and implement innovative funding strategies and mechanisms in order to assist in the advancement of regional priorities. Building partnerships with a variety of entities, both public and private, and communicating the needs of the region will be a critical component of these innovative finance mechanisms.

## Essential Functions:

- Assist other directors and executive staff in implementing SPC's Strategic Plan
- Oversee the development of critical regional initiatives surrounding active transportation, freight movement, energy and the environment as well as sustainability and resiliency.
- Collaborate with partners and internal staff to develop innovative projects, programs and initiatives to advance the regional Vision and the Goals set forth in *SmartMoves for a Changing Region*.
- Work with partners to create and maintain a portfolio of projects and initiatives that can be advanced for discretionary funding opportunities as they arise.
- Assist in implementation of *Smart Moves Connections Regional Transit Vision Plan*
- Recommend innovative funding scenarios for projects of regional significance.
- Research and track funding opportunities from the state and federal governments and others that include transportation and infrastructure, community and economic development, energy, environmental and others, as regional priorities dictate.
- Establish and lead communications with state and federal elected leadership pertaining to the region's highest priority projects and programs.
- Coordinate Programs Division projects, programs, priorities, and messaging with the Public Relations Director and the communications team.
- Develop and maintain partnerships with regional philanthropic interests to discuss priorities and to match potential grant opportunities to individual interests.
- Collaborate with the regional chambers of commerce, the business community and others to help tie regional transportation priorities to economic development initiatives.
- Oversee pertinent legislation, regulations, guidance, laws and public policy and recommend changes to promote and support interests of the region.

- Collaborate with SPC executive leadership along with state and regional partners to establish SPC as a national leader in transportation planning, economic and workforce development, strategic regional growth, innovation and implementation.
- Work with SPC Finance and Sponsored Programs teams to develop and maintain capacity to manage potential external funding to ensure fiscal and programmatic compliance.
- Other duties as assigned by the Executive Director and Deputy Executive Director for Programs

**Education / Experience Requirements:**

- Bachelor's degree in regional planning, transportation planning, community and economic development communications, civil engineering or related field from an accredited college or an equivalency of education and experience.
- Ten (10) years of experience in professional transportation planning, economic development, community planning and development, public administration preferred.
- Two (2) years of personnel management preferred.
- Two (2) years' experience of working with elected and appointed officials at state and federal levels as well as the media.
- Knowledge of federal, state, and private funding and grant programs.
- General computer skills including Microsoft Office, with the ability to learn new software applications.

<b>Physical Requirements:</b>	70% Sitting, 10% Standing, 20% Walking, 50% Use of figures, 95% Talking / Hearing, Lift < 75lbs, Near vision
<b>Skills:</b>	Implementation Planning, Judgment & Decision Making, Reading Comprehension, Information Gathering & Organization, Idea Evaluation & Generation, Systems Perception, Critical Thinking, Synthesis/Reorganization, Solution Appraisal, Active Listening, Writing, Speaking, Negotiation, Facilitation, Computers, Identifying Key Causes & Downstream Consequences
<b>Knowledge:</b>	Engineering, Mathematics, Government Regulations, Administration & Management, Community and Economic Development, Sociology, Law, Accounting, Regional Geography, Transportation Systems, English Language
<b>Abilities:</b>	Written/Oral Comprehension & Expression Inductive & Deductive Reasoning, Speech Clarity
<b>Work Environment:</b>	Works in an environmentally controlled clean office

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Employee's Signature

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Date

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Human Resources

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Date