

Southwestern Pennsylvania Corporation Job Description

Position Title: Deputy Executive Director/COO	
Reports to: CEO/President	Revised Date 03/2024

General Purpose: Responsible for overall strategic direction of SPC's Economic and Workforce Development, Strategic Initiatives, Information and Data, Transportation, Finance, Human Capital and Communications. Advises and assists the Executive Director/CEO in planning, development, implementation and administration of agency's Long-Range Plan, core regional programs and economic/community development issues.

Essential Functions:

- Oversees and coordinates departmental operations of various departments, such as Finance, Human Capital, Information and Data, Communications, Transportation, Workforce and Economic Development and Strategic Initiates.
- Works with Executive Director on business planning, organizational improvement and policy development to support the mission and vision of the SPC and the commission.
- Serves on the SPC Pension Administration Committee and as the Plan Administrator for the plan.
- Serves as the Disadvantaged Business Enterprise Liaison Officer (DBELO). Oversees SPC DBE program, coordinating with Finance and Sponsored Programs staff to ensure SPC complies with all provisions of 49 CFR Part 26. The DBELO has direct, independent access to the Chief Executive Officer of SPC concerning DBE program matters.
- Represents the Executive Director at meetings, special events, or community functions as needed.
- Advises the Executive Director and commission of any policy direction and potential changes to promote and advance the priorities and interests of the region.
- Assists with preparation and administration of the SPC combined annual budget applying knowledge of various grants, funding contracts, planning and development programs and property fiscal management.
- Works with legal counsel and financial auditors to coordinate resolutions for commission/corporation concerns.
- Builds and maintains trust and positive working relationships with business and philanthropic communities, regional stakeholders, the public and elected and appointed officials at all levels.
- Promotes collaboration from all SPC departments ensuring they are aligned strategically to deliver on the region's priorities.
- Other duties and responsibilities assigned by Executive Director of SPC.

Education / Experience Requirements:

- Bachelor's degree in Business Administration, Finance/Accounting, Public Administration, Regional or Urban Planning or closely-related field. Masters Degree Preferred.
- Fifteen (15) years of experience in management or leadership.
- Strong working knowledge of regional economic development principals, elected leaders and state and federal regulations.
- Five (5) years of experience with grant management.
- Experience with local government structures in S.W.P.A.
- Experience with public-sector and regional planning, municipal governments and state & federal funding programs.
- Experience with event organizing and coordination; must be comfortable with public speaking and appearing before large and diverse audiences.
- Experience with Microsoft Office and other windows-based software.

Knowledge, Skills and Abilities:

- Ability to work both independently and as part of a team.
- Strong management, organizational, strategic, analytical and problem-solving skills are a must.
- Must have access to reliable transportation for in-region travel and a valid driver’s license. Due to the nature of this position, some work sites will be unavailable by public transit.
- Excellent communication, writing, and organizational skills; strong analytical and computer/technical skills are required.
- Reading Comprehension, Information Gathering, Critical Thinking, Synthesis/Reorganization
- Problem Identification, Coordination, Judgment & Decision Making
- Idea Generation & Evaluation, Systems Perception
- Mathematics & English Language

Physical Requirements:	75% Sitting, 10% Walking, 15% Standing, 80% Use of hands, 5% Reaching 90% Talking / Hearing; Lifting < 10 lbs.; Near vision, Color vision
Work Environment:	Works in an environmentally controlled clean office. Working outdoors in inclement weather and a variety of environments may be required.

To Apply:

- Email letter of interest and resume to: hr@spcregion.org
- SPC provides competitive compensation, including an excellent benefits package, flex time, mileage reimbursement, holiday/vacation pay and more.

SPC is proud to be an Equal Opportunity employer. We value diversity among our applicants, staff, and commission, and invite applications from all qualified individuals regardless of race, ethnicity, color, religion, gender identity, sexual orientation, age, nationality, genetics, disability, or Veteran status.

SPC is committed to providing reasonable accommodations when necessary throughout our interview process. Please address these accommodations to our HR Director.

Creating an inclusive, engaged, and dynamic atmosphere is core to SPC’s mission. **Service, Resiliency, Innovation, and Accountability** are the core values that unite the SPC team, inspiring one another to work tirelessly and support others as they seek to reach new levels of excellence.

Employee’s Signature

Date

Human Resources

Date