Position Description
Position Title: Vice President, Talent Initiatives
Reports to: Chief Strategy Officer
Posted: January 2022

The South Bend - Elkhart Regional Partnership is a 501c6 nonprofit regional economic development organization dedicated to advancing the economy in the South Bend – Elkhart region.

South Bend - Elkhart Regional Partnership is a collaboration of the economic development partners from 47 smart connected communities in northern Indiana and southwest Michigan focused on a long-term systemic approach to advance the region’s economy by aligning the efforts of various stakeholders around five key areas:
- Educating a world-class workforce
- Recruiting and retaining great Talent
- Attracting and growing high-wage industries
- Promoting inclusion
- Helping entrepreneurs thrive

Position Objective:
The South Bend - Elkhart Regional Partnership is seeking a highly professional and strategic individual to lead the organization’s efforts to attract and retain talent in the South Bend – Elkhart region. The Vice President, Talent Initiatives will lead implementation of talent-related strategies outlined in the Smart Connected Communities 2030 Plan and serve as the primary staff administrator for the Northern Indiana Regional Development Authority (RDA) and the South Bend - Elkhart Regional Partnership’s Talent Retention and Attraction Committee.

Primary Responsibilities:

Administration for the Regional Development Authority
- Administrative Requirements
  - Coordinate board meetings, maintenance of board records, and membership appointments
  - Compliance with annual reporting requirements
  - Manage outsourced services (communication, legal, accounting)
- Financial Management
  - Develop and present an annual budget for board approval
  - Coordinate with Treasurer to manage revenues and expenses to budget
  - Work with accountant to ensure timely completion of the annual audit and financial reporting
- Marketing and Communications
  - Serve as a spokesperson for the RDA, including delivery of presentations to regional stakeholders interested in the RDA and its programs and responding to inquiries that seek general information
  - Communicate with local advisory boards, local government officials and stakeholders
• Coordinate public relations related to Authority activities

Execution of Regional Economic Development Initiatives (i.e., READI Program)

• **Grant Administration**
  - Develop and implement the fund allocation and fund disbursement processes
  - Serve as primary point of contact for all media and public communications
  - Manage grant application process, including communication with potential subrecipients, support completing grant applications and disbursement paperwork, and coordination of RDA approvals
  - Communicate with state agencies to ensure approval of all funding recommendations

• **Project Management**
  - Review all submissions for payment and advise Authority as to project compliance
  - Ensure proper design and implementation of approved projects
  - Collect Quarterly Progress Reports and Final Report from subrecipients
  - Manage draw down of state funds into approved Projects, including associated reporting
  - Manage compliance with applicable laws, rules, regulations, and terms of the Authority contract with IEDC or other State of Indiana agencies
  - Produce Progress Reports and other updates as needed
  - Assemble documentation from subrecipients and coordinate with grantors for any monitoring and review requirements

Execution of Regional Economic Development Strategy: Talent Attraction and Retention

• **Committee Governance**
  - Manage committee meetings, communications, member engagement, and reporting
  - Work with committee members to develop and implement talent-focused economic development strategies

Experience:
• Seven or more years of experience in economic development, public or private finance, and project planning and management.

Education:
• Bachelor's degree required, Master’s degree and CEcD designation or other advanced training and certification preferred.

Required Skills:
• Clearly demonstrates planning and project management execution skills.
• Excellent oral and written communications to convey messages succinctly and persuasively.
• Excellent interpersonal and relationship building skills with a collaborative attitude and willingness to work closely with multiple stakeholders in an open network environment, including public and private sector leaders.
• Strong organizational skills with the ability to prioritize multiple tasks seamlessly with excellent attention to detail and be adaptable to various competing demands.
• Experience writing business reports, contracts, scope of work, creating presentations, and delivering to management.
• Commitment to high quality work, continuous improvement, and accountability.
• Proficient with Microsoft Office 365, banking systems, and CRM software.

This description covers the primary purpose and principal duties of the job. It is not intended to give all details or a step-by-step account of the way each procedure or task is performed.

**Cultural Competencies and Commitment**

- Entrepreneurial spirit
- Exhibits high integrity
- Ability to be proactive and take initiative
- Demonstrated success working in teams
- Hardworking, humble approach to work
- Consistently provides quality results
- Responsible work ethic

- Demonstrated cross-cultural competency
- Highly motivated by challenges
- Value and vision driven
- Positive can-do attitude
- Well organized habits
- Reliable with a ready-to-help disposition
- Positive approach to problem solving

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

The successful candidate must submit to a required background check prior to the first day of employment. A background check may consist of, but not limited to, a criminal history check, employment reference check, social security and address verification, drug tests and an education verification. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, disability, sex, age, ethnic or national origin, marital status, sexual orientation, gender identity or presentation, pregnancy, genetics, veteran status, or any other status protected by state or federal law.

**Salary and Benefits**
Salary commensurate with experience. Benefits include medical, retirement, paid holidays, vacation and sick days.

**How to Apply**
E-mail cover letter, resume, and references as attachments to Jenny Wertenberger at jwertenberger@southbendelkhart.org, mail to: South Bend - Elkhart Regional Partnership, 635 S. Lafayette Blvd., Suite 123, South Bend, IN 46601. E.O.E.