

## **NRV Regional Commission – Regional Innovation Officer**

Are you interested in a role that will help advance a regional collaboration designed for global economic impact? The New River Valley Regional Commission, a planning agency that serves 13 local governments and three institutions of higher education, is seeking a servant leader, team-oriented Regional Innovation Officer (RIO). This position supports Virginia's Additive Manufacturing & Advanced Materials Tech Hub Consortium. The RIO will be the primary point of contact for the consortium and will work closely alongside project partners at Virginia Tech and Onward NRV. They will provide support through a servant leadership model for the development of a consortium strategy; convene consortium members and partners to advance goals; provide grant administration duties; and support the consortium and its members pursuit of federal, state, and other opportunities to develop a Tech Hub in additive manufacturing and advanced materials.

The successful candidate will specialize in economic or workforce development; enjoy working with and communicating data; support the management of competitive grant funds currently secured and assist in pursuing additional opportunities; be highly organized; have a strong degree of intellectual curiosity; and be a self-starter with the ability to learn new topics and concepts quickly. The candidate will have the ability to establish and maintain strong working relationships with others across multiple socioeconomic and cultural backgrounds and will have experience working with diverse groups and varied industries throughout a community. The RIO will join a team of planning and GIS professionals that work collaboratively across multiple planning disciplines.

This position will lead and support various projects, in an environment where continued personal and professional growth is strongly encouraged and supported. Experience in planning, social science, business, and/or data analytics, is desired. This is an entry to mid-level position, minimum requirements include a BA/BS with two years of relevant experience preferred. Familiarity with Adobe, Esri, and Microsoft products is a plus. Hiring range is \$50K-\$65K, DOQ. Excellent benefits package. The Regional Commission actively seeks to employ a diverse team to serve the region and is committed to engaging all communities in the New River Valley.

A complete application must include the following: 1) cover letter, 2) resume, 3) work sample, and 4) employment application. Materials should be emailed to Kevin Byrd, Executive Director, at [kbyrd@nrvc.org](mailto:kbyrd@nrvc.org) or EOE. Applications will be reviewed promptly as submitted. Full position advertisement and application for employment can be found at: <https://nrvc.org/news/careers>



## **JOB DESCRIPTION: Regional Innovation Officer**

### General Statement of Duties

The Regional Innovation Officer (RIO) position is characterized by a servant leader that will facilitate relationship building and project management of Virginia's Additive Manufacturing & Advanced Materials Tech Hub. The RIO will both lead and support projects in a fast-paced team environment, as well as prepare and present content and data for various audiences. The position also requires the ability to work independently and maintain regular communication with internal team members and external project partners.

### Essential Functions

- Serves as primary point of contact for the consortium with US EDA;
- Leads a robust planning process to align industry, workforce, and education partners, refining opportunities for technology commercialization and talent development;
- Support the consortium's steering committee and advisory groups representing stakeholders across The New River Valley, Danville, and beyond;
- Collects, compiles, and analyzes data from multiple sources;
- Prepares and communicates formal and technical reports, working papers, and correspondence;
- Partners with collaborators in the development of a consortium strategy, convening consortium members and other regional entities to advance consortium goals;
- Assists in identifying strategies to increase and/or revitalize competitiveness in additive manufacturing and applied materials;
- Responsible for initiating and leading planning studies, publications, and facilitating meetings;
- Capable of discovering, pursuing, and administering competitive funding opportunities to develop a Tech Hub in additive manufacturing and applied materials;
- Attends evening meetings as needed;
- Performs other duties as assigned.

### Required Knowledge, Skills and Abilities

Demonstrated professional project/program management experience, conducting complex activities in an academic, government, or industrial environment. Strong composition, communication, and organizational skills. Willingness to work in a fast-paced flexible research environment. Proficiency with current office computer software such as MS Word, PPT, and Excel. Proficiency with MS Teams, Zoom, Google Meet, and other collaborative tools. Excellent attention to detail. Creative, independent, and highly motivated. Strong work habits and the ability to work independently as well as with a team.

### Physical effort, dexterity, visual acuity, hearing, and speaking

The physical exertion requirements of this job are classified as sedentary work. In general, lifting or carrying tasks are not in excess of 10 pounds. A certain amount of traversing is often necessary to carry out job duties. The job requires normal visual acuity, depth perception and field of vision. Individuals must be able to speak clearly in person and over the phone.

### Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with a BA/BS degree with a minimum of two years of relevant experience.

Continuing Education

Dedication and willingness to continue education through attendance of conferences, participation in professional associations; and/or completion of courses, certificates, seminars, or distance learning modules is required.