

Economic Competitiveness

Position: Assistant Vice President

About Virginia Economic Development Partnership (VEDP)

The Virginia Economic Development Partnership (VEDP) is Virginia's state economic development organization (EDO) responsible for executing strategies to drive economic growth for the Commonwealth. Created over two decades ago, VEDP is a quasi-independent state economic development authority governed by a board of directors that spans gubernatorial administrations. This governance structure offers the opportunity for VEDP to function as a nonpartisan EDO with stable leadership that can operate nimbly and creatively to encourage the expansion of the Commonwealth's economy.

VEDP is responsible for supporting growth of existing businesses, attracting new businesses to the Commonwealth, and identifying opportunities to improve Virginia's economic competitiveness in the long-run. One of VEDP's primary goals is to become the premier EDO in the U.S., which requires the organization to attract and retain world-class talent while also executing novel and innovative strategies.

Economic Competitiveness

The Economic Competitiveness Division is a relatively new and nimble project-based group within the organization that focuses on three primary responsibilities:

- Strategic (long-term) and operational (annual) planning for the organization
- Identification of opportunities and development of solutions to improve Virginia's long-term competitiveness relative to other states and global geographies
- Support for (and often leadership of) discrete efforts such as transformational project responses/proposals and proactive research and corporate intelligence projects

In short, this Division offers the opportunity to lead projects across all areas of economic development while providing frequent and in-depth thought partnership and engagement with senior leadership of the organization.

Position Description

The Assistant Vice President for Economic Competitiveness will be responsible for leading and executing projects and workstreams in partnership with the Vice President of the division. This role is expected to share in the strategic planning and day-to-day management of the Division as well as supporting strategic and operational planning for VEDP as a whole.

Responsibilities

Leadership and management of projects within the Division – 40%

The Assistant Vice President will be expected to lead discrete projects and/or workstreams in addition to serving as a thought partner with the Vice President of the Division specifically and the senior leadership team more broadly. At any given moment, the Division may have 3-5 (or more) discrete ongoing projects; the AVP will be expected to lead several of these projects at once, managing junior team members, colleagues across the organization, and VEDP's external partners (e.g., local and regional economic development organizations).

Strategic and Operational Planning – 20%

The Assistant Vice President is expected to take a lead role in developing VEDP's operational plan (updated each year) and executing the strategic plan (developed every five years, updated every two years). For both the operational and strategic plans, these efforts will require project management, research, and analytic support to develop the initiatives identified in each plan in collaboration with VEDP's partners.

Opportunity identification and solutions development – 20%

The Assistant Vice President will be expected to work with the Vice President and VEDP's senior leadership team to identify opportunities to improve Virginia's economic competitiveness (e.g., human capital, site development, business climate), develop potential solutions to address identified gaps or enhance existing strengths, and engage stakeholders to ensure the long-term viability and sustainability of the solutions. This role will require excellent work planning skills, creative and analytical problem solving, and patient and collaborative stakeholder management skills.

Discrete project support and/or leadership – 20%

The Assistant Vice President will be expected to lead discrete projects and workstreams as they arise. These projects will run the gamut from supporting or leading full proposal support for transformational projects to answering specific research questions proposed by VEDP's external stakeholders (e.g., issues identified by multiple regional economic development organizations or requests from the General Assembly).

VEDP Operating Principles

- Provide the best possible quality service and value to all customers, both internal and external. Do what is reasonable, and sometimes unreasonable, to ensure each customer's needs are met.
- Consistently do the right thing. Show sensitivity and empathy to and for others, respecting the dignity and rights of every individual. Develop the trust of customers and allies by consistently acting fairly, honestly, and responsibly in all matters.
- Communicate verbally and in writing with clarity, accuracy, and consistency.
- Ensure that everyone integral to a given project or process, regardless of division or structure, is fully informed.

- Understand that we must work together, irrespective of our role within the organization, if we are to achieve the required results. Recognize that each individual must contribute to the team to remain a member of the team, and act accordingly.
- Strive to perform every task in a superior way. Plan and organize work so that the highest priorities are addressed first. Analyze problems to determine causes and offer sound solutions.
- Exercise sound judgement daily.
- May be required to perform other duties as required.
- May be required to assist state government generally in the event of an emergency declaration by the Governor.

Job Qualifications

The ideal candidate has at least two to four years of experience at a top-tier professional services firm (e.g., management consulting, legal, accounting and/or auditing firm, investment banking). This candidate would have completed a robust training program that exposed the individual to multiple projects and leadership styles, required detailed analytical and quantitative problem solving for success, and honed the individual's relationship and stakeholder management skills.

Other qualifications include:

- Excellent attention to detail, as written work will often be carefully scrutinized and relied upon by outside entities
- Excellent computer proficiency, particularly with spreadsheet (Excel) and presentation (PowerPoint) development
- Excellent strategic analysis and problem solving skills
- Excellent communication (verbal and written) and interpersonal skills
- Ability to multitask
- Ability to work under time pressure
- Ability to use computerized databases for project management (as requested)

Education

- Bachelor's degree in social science (economics, public policy, or political science), mathematics, data analytics, business, accounting, or a related field.
- MBA or Master's degree in relevant fields preferred.

Special License

- Valid Virginia Driver's license