



## JOB ANNOUNCEMENT

**Position:** Project Leader, Community Economic Resilience Fund

**Date:** February 24, 2023

### Who We Are

Valley Vision is a Sacramento-based 501(c)(3) civic leadership organization dedicated to improving the livability of the Sacramento region. Through research and action, we collaborate on bold, long-term solutions that improve people's lives. For the past 28 years, Valley Vision has strengthened communities by driving research, collaboration, and leadership services to make our communities prosperous, equitable, and sustainable. Our unique workplace provides an environment that is fun while we conduct challenging and meaningful work. To learn more, visit ([www.valleyvision.org](http://www.valleyvision.org)).

### Our Values

- STEWARDSHIP: We exist to serve our communities to advance social equity, environmental sustainability, and economic prosperity.
- COLLABORATION: We value building genuine connections that honor our communities and partners.
- COURAGE: We are willing to do hard things.
- PASSION: We are energized by our work and our communities.

### We Want to Consider You

Valley Vision is committed to a diverse and inclusive workforce and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, or status as a veteran.

### Project Leader Position

Valley Vision is seeking a highly motivated **Project Leader** responsible for managing and executing on the [Community Economic Resilience Fund](#) (CERF), a state program that will increase equitable access to sustainable and high quality jobs by funding planning and implementation efforts in 13 regions across California. Valley Vision is the regional convener and fiscal agent for our Sacramento region, consisting of the counties of Colusa, El Dorado, Nevada, Placer, Sacramento, Sutter, Yolo, and Yuba.

As the regional convener, Valley Vision is responsible for building and managing a coalition of diverse stakeholders that will develop a regional economic strategy over an 18-month planning phase. With support from other staff, the Project Leader will oversee the health and function of the coalition and its governance structure. The Project Leader will report to the Chief Executive Officer and work alongside a leadership team at Valley Vision.

Typical duties include:

- **Project Management:** Managing projects, including implementation, progress, budgets, contracts, staff and project partners, timelines, and reporting
- **Community and Partner Engagement:** Cultivate and maintain relationships with key stakeholders as well as engage in the community as a representative of Valley Vision
- **Strategic Planning:** define vision and process for the implementation of the program, as well as think strategically about the development of the region, in coordination with the CEO and other staff
- **Business Development:** identify new projects and funding sources and solicit funds including through grant applications, in coordination with the CEO and other staff
- **Conduct Research and Advance Policy:** stay abreast of relevant policy actions, conduct research to support goals, and participate in regional and statewide research and policy networks
- **Evaluate and Communicate Program Impact:** Measure success and promote the program through effective written, and verbal means as well as public presentation

The Project Leader is a full-time, exempt position. Typical hours are Monday through Friday from 8:30am to 5pm, however, may flex on occasion due to meeting or other work needs. Valley Vision currently operates in a hybrid work environment, with the ability to either work from home or from the office, depending on project needs and employee preference. In office presence may be required for staff meetings or other needs on a monthly or more frequent basis. The project will also require some travel to areas within the greater Sacramento region.

### **Qualifications**

The successful candidate will demonstrate outstanding executive skill and judgment in overseeing the delivery of complex projects, budgets, and staff and consultant teams involving multiple partners. Strong communication and organizational skills are a must. The ideal candidate will have not less than 10 years of proven leadership capability working in business, agency, or nonprofit environments with an ability to be adaptive when delivering in a fast-paced, results-oriented environment.

Qualifying skills and characteristics include, but are not limited to:

- Knowledge and expertise in the field of community or economic development
- Knowledge of state and federal policy and funding initiatives and sources
- Experienced in coalition building, stakeholder engagement, and community engagement
  - Proven cultural competence and ability to engage hard to reach communities
  - Track record of engagement with executive-level public, private, and nonprofit sector leaders
- Experience working with subcontractors or subgrantees
- Exceptional skills in:
  - Project Management
  - Budget Management
  - Personnel management
  - Partner cultivation
  - Written and oral communication
- Proven ability in fund development
- Adaptable, flexible, and a creative problem solver

### **Compensation:**

- Annual salary \$80,000 - \$95,000, depending on experience
- Generous health, dental, vision, life, and retirement plans
- Flexible work environment
- Vacation, 10 paid sick days, 11 paid holidays, paid volunteer time off

**Respond By:**

Interested individuals must submit **a cover letter** expressing your interest in and key qualifications for the position (no more than one page) and **resume** (no more than two pages), in Microsoft Word or PDF format to [brittnii.johnson@valleyvision.org](mailto:brittnii.johnson@valleyvision.org). In the subject line, write "Project Leader – CERF – [Your Name]".