

Triangle J Council of Governments (Durham, NC), is seeking a **collaborative and entrepreneurial Executive Director** with the ability to lead a highly competent staff and work effectively with the Board of Delegates, regional stakeholders and clients. Triangle J is a government membership organization and one of 16 regional councils in North Carolina. The Executive Director will oversee the key service areas of Human Services/Aging, Member Services/General Government and Regional Planning.

The organization: Originally established in 1959 as the Research Triangle Regional Planning Commission, the Triangle J Council of Governments now serves a seven-county region, addressing the tough issues that transcend political boundaries. The 36 current members represent county and municipal governments from all seven counties - Chatham, Durham, Johnston, Lee, Moore, Orange and Wake. More than 50 years later, long-range planning for land use and infrastructure continues as a key program area for TJCOG, with Regional Planning now encompassing a wide range of programs covering air quality, waste reduction, water resources and other environmental initiatives, as well as administration of Foreign Trade Zone #93 and production of the Region J Comprehensive Economic Development Strategy. Through its Aging Services division, TJCOG works with all seven of the region's counties as the administrator and coordinator of services for the rapidly growing population of aging adults. For more information about Triangle, J, view their work plan [here](http://www.tjcog.org/Data/Sites/1/media/work-plans/work-plan-oct-2013-approved.pdf) (or copy and paste the following into your browser <http://www.tjcog.org/Data/Sites/1/media/work-plans/work-plan-oct-2013-approved.pdf>).

TJCOG achieves its work through multiple roles:

- **Convener** and common ground for research, project development, relationship building and information sharing;
- **Coordinator** of efficient regional service;
- **Manager** of regional planning projects;
- **Administrator** for regional institutions addressing development, conservation, infrastructure and the delivery of human services; and
- **Provider** of technical assistance and data to its member communities.

The Community: Triangle J is headquartered in Durham and part of the “Research Triangle,” is known for being home to universities, major industry and the arts. Durham sits between the beaches and the mountains of NC with a year-round temperate climate. The region routinely ranks at the top of the nation’s “best of” lists offering multiple universities and colleges, major corporations, medical centers, museums, theater and outdoor activities.

Position Overview and Responsibilities: The Executive Director, who reports to a 36 member Board of Delegates, supervises 25+ FTE employees, and oversees a budget of \$13M. The budget is primarily funded through a variety of shared awards and program grants. Key

responsibilities include networking and learning and responding to the needs of the member governments, advocating on behalf of the COG and finding new and creative ways to deliver services with outstanding customer service.

Qualifications: A minimum of a Bachelor's degree and seven or more years in inter-governmental management. Preferred requirements include a master's degree in public administration, urban/ regional planning. The hiring range is \$125,000 to \$160,000.

The successful candidate is:

- skilled at diplomatically engaging with a diversity of stakeholders such as individual citizens, community groups, Board of Delegate members, employees, regional, state and federal authorities in order to leverage Council opportunities and mitigate challenges;
- a savvy marketer and advocate of the vision and successes of the agency;
- able to build esprit de corps among staff while effectively recruiting, retaining, managing, developing and engaging talented staff to deliver excellent customer service to both internal and external customers;
- a strategic thinker, able to take a vision and goals and work with staff to create effective work plans;
- knowledgeable about planning, technical assistance, Aging and Human Services, economic development, clean water and conservation initiatives, and regional transportation; familiarity with state agencies such as the Department of Aging, Commerce, Environment and Natural Resources;
- experienced with leading the pursuit and management of state and federal grant funds;
- collaborative in working with staff, Board of Delegates and current regional partners to meet the strategic objectives of the Board while also looking to develop and enhance new partnerships;
- an excellent and effective communicator including one on one, small groups and public speaking who makes complex financial topics understandable to all stakeholders;
- a creative thinker in assessing ways to increase revenue and manage expenses with a budget that depends on a variety of funding sources, including 3-6% member assessments, and many grants from state and federal funders;
- able to effectively manage, develop and engage staff to deliver excellent customer service through increased training, responsibility, productivity, morale and retention.
- accountable and holds high expectations of self and others while also being an effective and respected leader;
- an effective networker with peers in neighboring regions and in municipalities throughout the state.

Confidential Application and Selection Process

To apply, you must complete an online application via Developmental Associates' [online system](https://agency.governmentjobs.com/developmentalassociates/default.cfm) (or copy and paste agency.governmentjobs.com/developmentalassociates/default.cfm into

your browser). Resumes may be uploaded to the system but will NOT be accepted in lieu of a fully completed application. The position closes March 16, 2015. Semi-finalists will participate in an [assessment center](#) April 16-17, 2015 in Durham, NC. Questions about the process and optional ancillary materials may be emailed to trianglejhiring@developmentalassociates.com. Triangle J is an Equal Opportunity Employer

Search and selection managed by Developmental Associates, LLC