

Job Title: Executive Director, PACRO (Contractor Position, 1099)

Reports To: PACRO Board of Directors

### BACKGROUND

The Paducah Area Community Reuse Organization (PACRO) is charged with working with the US Department of Energy (Paducah Site) and 5-member Counties (Graves, Marshall, McCracken, Ballard, and Metropolis, IL) to diversify the economies due to the downsizing of the Paducah Gaseous Diffusion Plant. The Board, comprised of 15 members, oversees the efforts of the organization in the following areas:

- Sale and Disposition of Assets from the Plant
- Management of Revolving Loan Funds
- Relationship Management with DOE and Contractors
- Board Meetings and Organization Initiatives, including grant request/processing
- Regional Collaboration and Partnerships

### POSITION SUMMARY

The Executive Director is a contractor 1099 position (Board related expenses TBD). The financial management (payables and receivables) are managed by a 3<sup>rd</sup> Party Accounting Firm, and Board minutes are managed by an outside consultant. The responsibilities of the Executive Director are to oversee the functions of the organization, coordinate with outside vendors for board meetings every other month, and serve as the point of contact with DOE/Contractors for sale and disposition of assets. The ability to build strong relationships with member communities is required. PACRO does not provide office space.

The successful applicant will be organized, creative, and trustworthy. They must successfully demonstrate the ability to be a self-starter with good judgement and the proven ability to work across political lines and building regional collaboration. Strong attention to detail while simultaneously quickly separating critical from trivial is important. A willingness to overcome obstacles and ability to work well with a variety of stakeholders and partners is critical. Flexibility is important as tasks can vary greatly. With an important mission and a small team to accomplish it, character, drive, willingness to learn, and fit with the organization are key. The understanding of political environments and ability to remain politically neutral is a must.

## KEY RESPONSIBILITIES

- Represent PACRO to the Department of Energy and partners to carry out the activities of a reuse organization
- Assist 3<sup>rd</sup> party accounting firm to maintain financial records and provide management oversight with additional review and oversight provided by PACRO Board or committee.
- Preparation and delivery of all reports required by the Department of Energy.
- Act as representative of PACRO, as needed, in meetings related to project specific work.
- Coordination of PACRO meetings and other communication as directed by board.
- Establishment and maintenance of project files.
- Direct overall project coordination.
- Assist with sales of assets, following PACRO asset disposition agreement.
- Maintain website for PACRO and communicate as necessary to Board.
- Present PACRO opportunities ongoing to member communities as needed.
- Represent PACRO with Energy Community Alliance.

## COMPETENCIES

- Excellent verbal and written communication skills
- Personal integrity
- Positive attitude and excellent customer service skills
- Excellent project management skills
- Detailed oriented
- Willingness to problem solve with limited subject matter expertise
- Ability to meet deadlines
- Strong organizational skills
- Ability to deal with ambiguity
- Ability to work with little supervision
- Ability to establish and maintain effective working relationships with member community and board members

## EDUCATION and EXPERIENCE PREFERRED

- 10 + years of business/industrial experience. Strong understanding of matrix organizations. Bachelors or degree preferred.
- The ability to understand organizational finances, account payables, receivables
- Experience managing volunteers and building consensus with diverse constituencies
- Background in sales as plus
- Proven track record overcoming obstacles and creating strategic directions in past positions
- Understanding of economic development and local government operations
- Political savviness, understanding organizations goals are a priority

