



**RAPPAHANNOCK  
ELECTRIC COOPERATIVE**

RELIABLE • AFFORDABLE • FOCUSED ON YOU

# DIRECTOR - ECONOMIC DEVELOPMENT

## FREDERICKSBURG, VA



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### POSITION PROFILE

The Director of Economic Development will focus on sustaining and growing a healthy economy in the REC footprint by providing direction and oversight of commercial and industrial (C&I) member strategy and plan implementation, project management, and internal and external coalition building to support business retention and expansion (BRE) and business attraction (BA) efforts.

Serves as the Economic Development point of contact for REC and manages REC staff responsible for C&I member projects, ongoing service support and engagement. Reviews, executes, and recommends amendments to department strategic plan. Plans, coordinates, evaluates, and monitors all policies, practices, and procedures related to BA and BRE for C&I accounts while mitigating risk to the Cooperative.

# ROLES AND RESPONSIBILITIES

## STRATEGY

- Develops, regularly reviews, and executes the Cooperative's economic development strategic plan.
- Assists the REC leadership with the "deep thinking" required to address the economic needs and challenges facing its service territory.
- Stays attuned to, identifies and oversees the implementation of best practices from other utilities and economic development organizations.
- Assesses regional and state economies, public policy and community needs against REC's strengths and capabilities to identify opportunities for BRE and BA within REC's footprint. Analyzes and recommends plans for economic development projects that have the potential to contribute positively to REC's margins, reduce system peaks, enhance reliability and/or promote beneficial electrification.
- Recommends adjustments to energy services and programs, rates, terms and conditions to adapt to changing C&I member needs, expectations and economic conditions.
- Collaborates with REC leaders to ensure organizational structure, staffing, and other resources align with the needs and expectations of serving a growing number of energy-intensive C&I loads.

## PROJECT MANAGEMENT

- Develops new project leads and responds to RFIs about specific sites.
- Actively manages, and supervises department staff's management of BA and BRE projects, which include several high-profile projects garnering statewide and national attention.
- Ensures all prospective and current C&I members receive exemplary communication and service.
- Coordinates, develops, and leverages the capabilities of internal REC team members across the organization to support the success of its C&I projects.
- Creates Will-Serve letters, invoices, and other templates and agreements necessary for project management and for risk mitigation.
- Oversees the creation and ongoing improvement of processes and workflows to drive efficiency and accountability for responding to C&I member needs.

# ROLES AND RESPONSIBILITIES

## COALITION BUILDING

- Develops and cultivates alliances and partnerships across a wide range of local, regional and state economic development stakeholders.
- Creates and encourages alliances and partnerships with public and private partners that result in increased business activity within the REC footprint.
- Ensures REC has prominent community visibility by serving on local boards, participating in and sponsoring economic development organizations and events, and advocating for economic development generally and for our communities' development needs and goals.
- Collaborates with Directors of Government Affairs and Member Services team members to effectively engage public officials such as county boards of supervisors regarding prospective BRE and BA projects.
- Acts as a connector across REC for larger C&I members to collaborate on their corporate citizenship initiatives such as charitable or in-kind contributions, volunteering, and workforce development.

## COMMUNICATION, ADMINISTRATIVE & MANAGERIAL

- Collaborates with the REC Communications and PR team to effectively design and execute an ongoing C&I outreach and communication strategy for REC including the creation and use of communication tools such as newsletters, social media, marketing collateral, presentation materials, and websites.
- Leads the development and maintenance of a C&I branding initiative.
- Collaborates across REC Communications and PR team and Government Affairs to positively position REC when C&I projects may generate controversy.
- Researches and markets key commercial real estate sites ideal for energy-dense development.
- Develops and oversees the execution of the department strategy, operational plan, and budget.
- Oversees department staff (and interns) in execution of their duties and BA/BRE efforts.
- Ensures database of C&I members and project management notes are up to date to allow for knowledge retention, generation of statistics, and trend identification.
- Reports on plan execution, key achievements of C&I department, and economic policy and development trends including those with implications for REC.

# THE SUCCESSFUL CANDIDATE

Applicants should possess a Bachelor's degree or equivalent in Business, Urban & Regional Planning, Public Administration, or related curriculum preferred or equivalent work experience will be considered in lieu of degree. Professional certifications or training in economic development preferred. A minimum of ten (10) years' experience in economic development, a strong working knowledge of the practice of economic development, and active participation in economic development organizations are required. Experience should include increasingly responsible positions involving project management; budgeting; business attraction, retention, and expansion; and measuring program results. Prior work experience or knowledge of land development, financial and/or energy markets and infrastructure development preferred.

Forward-thinking capacity, leadership, and supervisory experience are essential for managing a departmental staff carrying out the following:

- **Interpersonal:** Maintain confidentiality in discussing sensitive projects; Build trusting relationships and generate cooperation among internal and external partners and other stakeholders through modeling of REC's core values; Communicate well, both in writing and verbally, including public speaking and presentations; Collaborate with and positively influence many different types of people in a variety of positions and roles, both internally and externally.
- **Technological:** Proficient computer skills, to include a working knowledge of Microsoft Office products, including, but not limited to: Outlook, Excel, Word and PowerPoint as required by job responsibilities; Manage and administer a CRM (customer relationship management) software database for record keeping and report generation; Able to use GIS (geographic information system) mapping software to identify real estate sites and pertinent electric grid infrastructure.
- **Decision-making:** Must be able to generate C&I and economic statistics and understand their strategic implications; obtain knowledge of the Cooperative, its terms and conditions, rates, and electric grid infrastructure and design appropriate for the position and job responsibilities; Synthesize economic and industry trends and determine their impact on REC to strategically adjust support of C&I members and corresponding services.
- **Organizational:** Plan and organize work, tasks, and schedules of department staff to meet specified deadlines and quality standards; Develop and effectively administer the Cooperative's policies and procedures and make timely decisions.
- **Leadership:** Provide and demonstrate strong leadership, negotiation, risk mitigation, political acumen, and management skills; Provide supervision and coaching of department staff to ensure performance as well as ongoing skill and career development.

The role entails a blend of remote and office work, maintaining standard office hours and conditions. Regular travel, both within and outside the state, will be necessary, involving overnight stays for work duties and educational endeavors. Expect to utilize general office equipment, related tools, manuals, and possibly passenger vehicles. The position involves predominantly sedentary tasks, with occasional requirements for stooping, kneeling, crouching, reaching, pushing, pulling, light lifting, grasping, conversing, observing, and hearing. It is mandatory to engage in a minimum of one professional development activity annually.

# REC LANDSCAPE

As one of the nation's leading electric cooperatives, REC is an extraordinary place to discover a rewarding career. Each day, REC powers the lives of its member-owners. REC presently serves over 180,000 residential, commercial, industrial, agricultural and government accounts, and is experiencing an average of 3,000 new service connections per year. Critically important to the membership is access to high-speed broadband internet. REC is taking significant steps to facilitate broadband partnerships in the counties it serves with local internet service providers.

In Virginia, REC is an innovative leader implementing new programs, services, and rate offerings. From being the first to implement Prepay, develop an on-bill energy efficiency tariff, and to connect a large-scale battery storage system, opportunities to lead the way are endless.

Today REC is offering and shaping a variety of energy services programs that will be essential to meeting new member needs, in the areas of:

- Clean Energy
- Distributed Energy
- Standby Generation
- Energy Management
- Outage Information
- Energy Efficiency
- Electric Transportation



**HOW TO APPLY: Deadline: Open until filled**

**Internal Applicants:** Interested parties should submit an internal application (a resume may be attached to the completed application) to the Human Resources Department. Resumes can be emailed to [rechr@myrec.coop](mailto:rechr@myrec.coop).

**Applicants:** Use our website [myrec.coop/careers](http://myrec.coop/careers) to apply for the opportunity. Please indicate the Job Posting ID 27FB09092024.

**APPLY NOW**

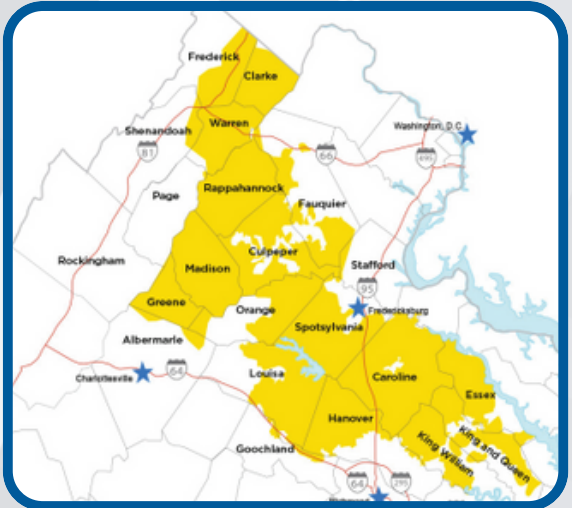


# COMPENSATION, BENEFITS AND RELOCATION

The total compensation and relocation package is competitive and will be dependent upon qualifications and experience. There are a lot of benefits to working at REC. You'll be surrounded and supported by a great team of people who are passionate about what they do.

REC believes our team members are at the core of our success. In recognition of the vital role each employee plays every day, we provide a very strong benefits package including:

- **COMPETITIVE PAY**
- **MEDICAL, DENTAL, VISION, AND PRESCRIPTION DRUG COVERAGE**
- **FLEXIBLE SPENDING ACCOUNTS**
- **401(K) WITH COMPANY MATCH**
- **PENSION PLAN**
- **PAID HOLIDAYS AND TIME OFF**
- **EDUCATIONAL/TUITION REIMBURSEMENT PLAN**
- **EMPLOYEE DISCOUNTS**
- **EMPLOYEE ASSISTANCE PROGRAM**
- **WELLNESS PROGRAMS**
- **PARENTAL LEAVE**
- **REMOTE AND TELEWORKING OPTIONS**



## POWER YOUR FUTURE. JOIN OUR TEAM!

REC has over 450 employees working across 22 counties, from the Blue Ridge Mountains to the southeastern shores of the Rappahannock River. REC is one of the largest electric cooperatives in the nation, with over 180,000 member connections across 18,000+ miles of power lines. While the service territory and employees are diverse, what always stays consistent are the core values: Caring, Integrity, Respect, and Service.

Working at REC means you will enjoy the support of a great team of professionals while also having a positive impact on the lives of people in our communities.

Our employees are some of the most dedicated, innovative, and brightest in the industry. We know that working at REC means we're building successful careers for you and a better life for our members.

**START STRONG. MAKE CONNECTIONS.  
PLAN FOR THE FUTURE.**

