



## **Executive Director, Inland Economic Growth & Opportunity (IEGO)**

**Inland Empire, CA**

**Job Posting - May 5, 2021**

### **ABOUT IEGO**

The Inland Economic Growth & Opportunity initiative, or IEGO, is a regional network of leaders from businesses, nonprofits, higher education, and state and local government working to grow sectors that can create and provide access to promising jobs for Inland Empire workers and students. It is the result of a two-year planning process facilitated by the Brookings Institution's Metropolitan Program, with numerous participants across the two counties of Riverside and San Bernardino.

In 2020, IEGO's members designed an operating plan and governance structure, with an aggressive agenda for inclusive, sustainable economic growth. Striving to connect economic and community development for sustainable regional growth, IEGO is focused on:

1. Developing asset-based, participatory strategies for generating quality jobs for those with and without college degrees in opportunity sectors that can close historic equity gaps.
2. Securing investments to advance the region's existing and needed infrastructure to implement cluster-based development strategies.
3. Strengthening the civic capacity and alignment for bi-county and cross-sectoral collaboration to develop shared goals and carry out shared solutions.
4. Amplifying the key messages of IEGO's mission and values, partners, and strategies through a range of communications tools.
5. Advocating for policies that remove barriers to economic and racial equity and inclusion and foster new investments and financial parity for the Inland Empire.

### **IEGO STRUCTURE AND EXECUTIVE DIRECTOR ROLE**

IEGO is currently housed within the Inland Empire Community Foundation (IECF), an 80-year-old nonprofit with \$115 million in donor and agency funds directed to causes that benefit the region. IECF is seeking a Project Director to continue establishing the IEGO network and furthering its goals and implementation. The Executive Director will be hired by IECF and primarily accountable to the IEGO Executive Committee, a governing core group made up of diverse leaders from across the region.

The Executive Director will be responsible for sustaining and growing IEGO by understanding the region's key assets, including the talent and infrastructure within the Inland Empire that can be brought

to bear on IEGO's economic cluster development strategies. By being strategic and using a networked approach to leadership development, the Executive Director will support IEGO's Executive Committee, Coordinating Council, and Design Teams, core groups that are focused on specific cluster opportunities. The Executive Director will be responsible for resource development to ensure funding for cross-sectoral partnerships, resourcing IEGO's main strategies. The person in this position will lead internal and external communications to elevate the Inland Empire as a region of equitable growth and dynamism. This role requires a strategic thinker and an excellent communicator and networker, adaptive to changes in the field and region, highly responsive to IEGO network members, and focused on the shared, overarching goals of IEGO. An understanding of the Inland Empire is very important.

### **Responsibilities**

- *Cluster Development and Growth*: Support, organize, and help lead specific IEGO implementation teams for coordinated cluster and sector strategies in the areas of sustainable logistics, green tech, cyber/IT, and advanced manufacturing. Coordinate technical assistance including planning, facilitation, documentation, and asset development and investment. Support leadership development and active network member participation.
- *Network Development*: Help expand and deepen the IEGO network of engaged participants through strategic outreach and partnership development, including businesses, local government, Labor, and community-based organizations. Support learning as a network and grow a culture of collaboration.
- *Governance*: Coordinate and manage IEGO's Executive Committee and Coordinating Council. Manage all subcontracts and monitor performance and reporting.
- *Communications and Advocacy*: Oversee all internal and external communications and ensure effectiveness of strategies. Support positive and reflective narratives about IEGO, the Inland Empire, and its present and future growth. Coordinate statewide policy and advocacy for IEGO objectives across IEGO members, as needed.
- *Fund Development*: Develop annual fundraising goals and set annual operations and project budgets. Identify and write grant proposals for on-going investment into the IEGO framework as well as specific project opportunities within IEGO tables.

### **Desired Knowledge, Skills and Abilities**

- A passion for growing networks, working with, and leading collaborative or collective impact efforts;
- A systems-thinker oriented to improving processes and working at a regional level;
- Ability to initiate and maintain diverse relationships across sectors and roles;
- Ability to lead and work effectively within teams;
- Strong mentoring or coaching experience building the capabilities of teams with diverse levels of expertise;
- Experience raising financial and other resources for economic development projects;
- Deeply respectful and intentionally supportive of diverse people and cultures;
- Ability to convey complex ideas in multiple ways.

## Minimum Qualifications

- Five or more years of professional experience overall, with a minimum of two years of senior leadership experience with an economic development or community development background preferred;
- Bachelor's degree in a related field or equivalent experience/education (business, economic development, community development, public administration, etc.); Master's degree, a plus;
- Proven people and project management experience;
- Ability to facilitate meetings to reach decisions and goals applying a servant-leader model of network management and facilitation;
- Ability to work at a computer for several hours at a time, and technical skills in, or the ability to quickly learn, relevant software applications (Excel, MS Word, Foundant, Microsoft Teams, Powerpoint);
- Flexibility and the ability to contribute to a collegial, respectful, and supportive work environment;
- Ability to live in the Inland Empire;
- Ability to work full time, travel by car and plane periodically, and accommodate evening and weekend activities, as needed.

## EEO Statement

Inland Empire Community Foundation is an equal opportunity employer and makes employment decisions on the basis of merit. The company will not discriminate on the basis of race, religion (including religious dress and grooming practices), color, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, national origin (including language use restrictions), ancestry, citizenship status, uniformed service member or veteran status, marital status, age, medical condition (genetic characteristics, cancer related), physical or mental disability (including HIV and AIDS), gender, gender identity, or gender expression. It also includes a perception that anyone may have any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

## HOW TO APPLY

Please send a cover letter outlining your fit and passion for the job of IEGO Executive Director, along with a resume to Kim Potter, Executive Assistant, at [kpotter@iegives.org](mailto:kpotter@iegives.org). The position will remain open until a successful candidate is found. For questions, contact Michelle Decker, IECF President & CEO, [mdecker@iegives.org](mailto:mdecker@iegives.org).

To learn more about IEGO, please go to [www.inlandgrowth.com](http://www.inlandgrowth.com). To learn more about the Inland Empire Community Foundation, please go to [www.iegives.org](http://www.iegives.org).