



DELAWARE VALLEY REGIONAL
PLANNING COMMISSION,
PENNSYLVANIA

EXECUTIVE DIRECTOR



GovHR USA
GovTEMPS USA



DELAWARE VALLEY REGIONAL PLANNING COMMISSION, PENNSYLVANIA EXECUTIVE DIRECTOR

GovHR USA is pleased to announce the recruitment and selection process for the Delaware Valley Regional Planning Commission (DVRPC), PA (pop. 5.9M). This brochure provides background information on the Commission and its organization, as well as the requirements and expected qualifications for the position.

DVRPC seeks an effective leader who excels in a collaborative team environment, thrives in a culture of continuous improvement, and has the drive to make a positive impact in the organization. The Executive Director will lead a team of up to 120 full and part-time staff, and interns responsible for the development and administration of the \$30M budget and advance the Commission's Work Plan through collaboration with a diverse group of departments, agencies, and independent partners and stakeholders.



THE COMMISSION

The Delaware Valley Regional Planning Commission is the federally designated Metropolitan Planning Organization for the Greater Philadelphia region, established by an Interstate Compact between the Commonwealth of Pennsylvania and the State of New Jersey. Members include Bucks, Chester, Delaware, Montgomery, and Philadelphia counties, plus the City of Chester, in Pennsylvania, and Burlington, Camden, Gloucester, and Mercer counties, plus the cities of Camden and Trenton, in New Jersey.

Serving the Greater Philadelphia region for more than 50 years, DVRPC convenes the widest array of partners across a nine-county, two-state region to increase mobility choices, protect and preserve natural resources, and create healthy communities that foster greater opportunities for all. City, County, state and federal agency representatives, together with three area transit agencies, work together to address key issues, including transportation, land use, environmental protection, economic development, and equity.

DVRPC provides services to member governments and others through planning analysis, project management, data collection and mapping services, and direct funding assistance. Aerial photographs, maps and a variety of publications are available to the public and private sector.

DVRPC serves strictly as an advisory agency. Any planning or design concepts as prepared by DVRPC are conceptual and may require engineering design and feasibility analysis. Actual authority for carrying out any planning proposals rest solely with the governing bodies of the states, local governments or authorities that have the primary responsibility to own, manage or maintain any transportation facility.

For more information about DVRPC, visit their website at www.dvrpc.org.



THE ROLE

The Executive Director will focus in the following key areas:

- **Staff Management** - The Executive Director serves as the chief executive officer of the agency, consisting of up to 120 full-time staff members plus an additional 15 part-time interns. The position sets the organizational structure of the agency to reflect both the priorities and goals of the Commission, as well as the skills and talents of the staff.
- **Board Engagement & Relations**- The DVRPC Board includes 18 voting members, plus an additional 12 non-voting members, who meet ten times per year. The DVRPC Board appoints the Executive Director, and the position serves as the primary liaison to the Board.
- **Agency Administration** - The Executive Director also serves as the chief administrative officer for the agency, and its \$30 million annual budget. The Executive Director works with senior staff to establish an annual budget and targeted funding sources to include sufficient funds for internal operations, as well as pass-through programs as identified in the annual Work Program.
- **Programs and Projects** - DVRPC's work consists of annual and ongoing tasks, as defined in the annual Work Program. The FY 2023 Work Program can be found [here](#).
- **Partner Relationships** - DVRPC is a highly collaborative organization, reliant on positive and cooperative relationships with local, state and federal agency partners, as well as other funding and implementation partners. The Executive Director shall establish and maintain positive relationships with Board Members and staff, as well as multiple stakeholders such as member agencies, transit agencies, state departments of transportation, and funding agencies.
- **Press and Public Outreach** - The Executive Director is the chief spokesperson for the agency and works with staff and Board members on public outreach as needed.
- **New Initiatives** - DVRPC's roles and responsibilities, and the roles and responsibilities of the Executive Director, must continually evolve and adapt to meet the needs of the region, member governments, changing conditions and new challenges. While specific tasks may be unknown here, the ability to learn, to adapt, to innovate, and to apply new approaches and new solutions is essential.

OPPORTUNITIES AND CHALLENGES

- To work toward our Vision for the Greater Philadelphia Region of having a prosperous, innovative, equitable, resilient, and sustainable region that increases mobility choices by investing in a safe and modern transportation system; that protects and preserves our natural resources while creating healthy communities; and that fosters greater opportunities for all. Achieve this vision by convening the widest array of partners to inform and facilitate data-driven decision-making. We are engaged across the region, and strive to be leaders and innovators, exploring new ideas and creating best practices.
- Work with a highly engaged staff that is committed to the work of the DVRPC and looking forward to partnering with a new Executive Director on continuing to advance the work of the organization.
- Serve as a vocal non-partisan advocate for good planning, and state and regional policy.
- Work with all funding partners to secure annual and ongoing funding as needed. Encourage all staff to be entrepreneurial in seeking new work and potential new funding opportunities in line with DVRPC's broader mission. Diversification of funding, and relationships with funding partners, must be ongoing.





CANDIDATE MANAGEMENT STYLE AND TRAITS

The ideal candidate should possess the following Management Style and Personal Traits:

- Be an outgoing and enthusiastic leader who can quickly earn respect and credibility inside and outside the organization, possessing particular ability to instill confidence and a positive image of DVRPC and its activities, programs, and services, while increasing the visibility of DVRPC throughout the region.
- A high level of commitment to a collaborative regional planning program, and a high level of energy to develop alliances and partnerships, and lead an organization that has a significant impact on a region.
- Be an articulate and effective two-way communicator; someone who is comfortable listening to and talking with a wide spectrum of people and actively seeks a broad range of input from Commissioners, Staff, and other stakeholders.
- Have an incredible passion and enthusiasm for local and regional planning, preferably in the Delaware Valley.
- Demonstrated ability to incorporate diverse voices and equity considerations in analyses and processes.
- Be entrepreneurial and proactive, with a proven record of identifying and implementing successful new approaches, partnerships and funding opportunities.
- Be innovative, flexible and willing to take risks, enthusiastically exploring new ideas and ways of doing things within the Mission of the DVRPC, while maintaining close communication with the Board regarding such ventures. Have tremendous vision and be able to translate that vision into practical programs.
- Have a flexible, facilitative, and open management style and the ability to function effectively in a demanding professional work environment.
- Have sufficient maturity, self-confidence, and strength of professional convictions to provide objective professional insights, counsel, and leadership to the DVRPC Board, Committees, and Staff, with an understanding of the political environment in which policy and program decisions are made.
- Be willing to devote time as needed to meetings, events, and activities across the region; be accessible to regional community leadership and citizenry, as well as personally initiating contacts throughout the region and interaction with local officials and personnel.
- Be capable of attracting, developing, motivating, and retaining highly qualified professional staff and teams that bring their best selves to work and appreciate personal motivations. Support efforts that engage new staff that reflect the diversity of the region, while encouraging inclusiveness and honoring differences.
- Be a role model to Staff, leading by example, trusting that excellence is everyone's goal.
- Be committed to a reasonable tenure with DVRPC.
- Have a sense of humor.



CANDIDATE QUALIFICATION CRITERIA

The following education, experience, knowledge, ability, and skills have been identified by DVRPC as important skills and abilities for candidates to possess and demonstrate:

- A baccalaureate degree is required; an advanced degree(s) in planning, public policy, public administration, or related fields is preferred. AICP or PP certification is a plus.
- A minimum of ten years of progressively responsible experience, preferably in a public or non-profit organization which has successfully dealt with regional issues and programs.
- A minimum of four years of direct supervisory and management experience of senior personnel, preferably in an organization similar in size and scope as the DVRPC.
- Knowledge of metropolitan area local government structures, processes, and operations, and the ability to identify and propose solutions for regional issues affecting the growth and development of a complex and diverse metropolitan area, representing large and small urban, suburban and rural communities.
- Knowledge of transportation, modeling, demographic projections, land use, environmental planning and economic development, including innovations relating to regionalism which have been successfully implemented in other regions of the country.
- Ability to provide staff direction for the preparation and dissemination of comprehensive, concise reports and recommendations; skillful in explaining and presenting information clearly to all audiences.
- Experience in working with a Board and/or Committees to share information, provide recommendations, and work collaboratively toward consensus-based decision-making.
- Experience in working with local elected officials, as well as state and federal officials.
- Adept in communicating respectfully and sharing resources generously in an open, collaborative and participatory climate, working effectively with diverse groups represented by elected officials, staff, businesses, community organizations, citizens, institutions, and intergovernmental agencies.
- Proven record of positive public relations and media interaction, and comfort being a primary spokesperson for DVRPC, to act as a steward and promoter of the Greater Philadelphia region.
- Practical experience with financial management, including responsibility for preparing and administering financial plans and budgets and providing appropriate and timely analyses of financial matters to the Governing Board.
- Familiarity with information technology, GIS, use of graphics and innovative planning tools as they may be utilized in support of DVRPC's mission and services.
- Aptitude to evaluate DVRPC's organizational structure, staffing, activities, and operations, ensuring that the organization is properly staffed to carry out policies and plans for the current and foreseeable future.
- Experience developing strategic plans for the organization that anticipate future opportunities, issues, and concerns, and the ability to provide directional vision to a complex, multi-interest organization.
- Demonstrated negotiation, facilitation and conflict resolution experience and skills.
- Established contacts and demonstrated success in obtaining grants and funds from the state and federal government, corporate, philanthropic or private sources; also, experience in the selection of technical consultants, and in the negotiation and administration of consulting contracts.

COMPENSATION AND APPLICATION:

The expected starting compensation range for the position is \$190k - \$220k +/- DOQ. The DVRPC offers a competitive benefits package that can be located [here](#).

Submit résumé, cover letter, and contact information for five professional references by September 26, 2022 online to Joellen J. Cademartori, CEO, GovHR USA, LLC – www.GovHRJobs.com.

Questions regarding the recruitment may be directed to Joellen J. Cademartori, CEO, GovHR USA at 847-380-3238. DVRPC is an Equal Opportunity Employer.



GovHR USA
GovTEMPS USA

EXECUTIVE RECRUITMENT

www.GovHRUSA.com