

ROANOKE HIGHER EDUCATION AUTHORITY POSTION DESCRIPTION

Title: Executive Director
Supervisor: Chair, Roanoke Higher Education Authority Board
Date: June 2026

The Executive Director serves as the Chief Executive Officer and Agency Head for the Roanoke Higher Education Authority, a political subdivision of the Commonwealth of Virginia. This individual is responsible for the successful leadership and management of the Roanoke Higher Education Authority according to the strategic direction set by the Board of Trustees. The Executive Director also serves as President of the Roanoke Higher Education Foundation.

Duties and Responsibilities

Leadership

- Develop a vision and strategic plan to guide the work of the Authority, Center, and Foundation in collaboration with the Executive Team, board members, and directions provided by the Governor and the Secretary of Education
- Identify, assess, and inform the governing boards of internal and external issues that affect the organization
- Act as a professional advisor to the governing boards on all aspects of the organization's activities
- In collaboration with the Chair of the Board of Trustees, act as a spokesperson for the organization
- Conduct official correspondence on behalf of the governing boards as needed, and jointly with the Chairs of the RHEA and RHEC Foundation Board when appropriate
- Ensure all reports are submitted to the Governor's Office, Department of Planning and Budget, and staff from House Appropriations and Senate Finance
- Represent the Authority and Center at community activities to enhance the community profile and to build and maintain partnerships
- Represent the Authority and Center to initiate, recruit, and maintain relationships with colleges, universities, businesses, and community organizations
- Collaborate with all higher education centers throughout the Commonwealth of VA to determine joint programming opportunities and ways to report collective economic impact results with legislators and the Secretary of Education
- Identify and implement services needed to help students persist and complete degrees and certificates
- Serve as the main point of contact with the Virginia General Assembly coordinating efforts with the Center's lobbyist to seek new state funding and schedule meetings with legislators, Senate Finance, and House Appropriations
- Serve as President of the Foundation and collaborate with the Development Officer to recruit and retain board members, define annual fundraising goals, increase giving options, and secure financial support from individuals, foundations, and corporations
- Make recommendations to the Governor and Secretary of the Commonwealth to fill vacancies on the Authority Board
- Develop annual goals as approved by the Personnel Sub-committee and the Authority Board; prepare an annual self-evaluation and conduct a 360-feedback assessment requesting performance feedback from partner institutions and the executive team; follow the performance recommendations made by the Authority Board

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Operational planning and management

- Develop and accomplish goals and objectives on the strategic plans that operational work toward advancing the work of both RHEA and the RHEC Foundation
- Oversee the efficient and effective day-to-day operation of the RHEC in collaboration with the Executive Team
- Draft policies for the approval of the Boards and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the governing boards as appropriate
- Ensure personnel and financial files, as well as records and documents, are securely stored, and privacy/confidentiality is maintained
- Provide support to the governing boards by preparing meeting agendas and supporting materials
- Ensure leases are developed, maintained, and renewed accordingly
- Develop, maintain, and update the member agreement to communicate the responsibilities of RHEC and each member institution

Program planning and management

- Collaborate with the executive team to plan, implement, and evaluate RHEC's programs and services
- Ensure that the programs and services offered by the Center contribute to the Authority's mission, reflect the priorities of the Board of Trustees, as well as respond to the workforce and employment needs of the region
- Assess the educational and training needs of the region and disseminate the information to partners
- Collaborate with the executive team to plan, implement, execute, and evaluate special projects
- Meet routinely with representatives of current member institutions to ascertain their needs and to solicit feedback on services and accommodations
- Recruit college and workforce agencies to diversify educational and training opportunities that align with the jobs of today and tomorrow

Human Resources planning and management

- Determine staffing requirements for organizational management and program delivery
- Implement human resources policies, procedures, and practices, including the development and approval of job descriptions for all staff
- Establish a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations
- Recruit, interview, and select staff who have the appropriate skills and abilities to help advance the work of the Authority, Center, and Foundation
- Ensure all new staff receive a comprehensive orientation to the organization, along with appropriate onboarding and training
- Maintain a performance management process for all staff, which includes conducting annual performance reviews, monitoring their performance, and updating job descriptions as duties shift
- Coach and mentor staff as appropriate to improve performance
- Provide professional development opportunities for staff to enhance skills and prepare for growth
- Administer merit increases as directed by the Personnel Sub-Committee, Budget Review Sub-Committee, and final approval of the Authority Board

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Financial planning and management

- Collaborate with the Executive Team to develop and present a comprehensive budget for review and approval by the Board of Trustees
- Engage with members of the Virginia General Assembly and other key stakeholders, as appropriate, to secure sufficient funding to support the operations of the Authority and the Center
- Research funding sources and oversee the development of fundraising plans; and apply for grant funding to meet the needs of the Center and the Foundation
- Approve expenditures according to the budgets set by the Executive Team and approved by the RHEA Board of Trustees
- Ensure sound bookkeeping and accounting procedures are followed
- Administer the funds of the organization according to the Board of Trustees' approved budget and monitor the monthly cash flow; create policies and practices that result in sound financial results; identify and follow lucrative investment strategies; maintain a strong cash reserve; and ensure clean audits are achieved
- Provide the RHEA Board of Trustees with regular reports on activities and events
- Provide both Boards with the revenues and expenditures of the organization at the regularly scheduled meetings
- Ensure the organization complies with all legislation covering taxation and the policies and procedures surrounding authorization of payments as it relates to the Authority and Foundation
- Manage capital outlay projects in compliance with state requirements

Community relations/advocacy

- Fulfill community board appointment responsibilities as outlined in annual performance goals
- Maintain clear and consistent communication with stakeholders to keep them informed of the organization's work and impact
- Cultivate and sustain strong working relationships and collaborative partnerships with community groups, funders, legislators, state agencies, and other organizations to advance the goals of the Authority and the Foundation

Risk management

- Evaluate potential actions or events that could adversely affect the organization's reputation or financial stability.
- Identify and assess risks to the organization's people (clients, staff, management, and volunteers), property, finances, goodwill, and public image, and implement appropriate mitigation strategies.