



IEGO EXECUTIVE DIRECTOR

Inland Empire, CA

Job Posting – January 24, 2023

ABOUT IEGO

Inland Economic Growth & Opportunity initiative, or IEGO, (www.iegocollab.com) is seeking a strategic and dynamic leader to continue building this bi-county inclusive economic development collaborative. IEGO is a regional network of leaders from businesses, nonprofits, higher education, and state and local government working to grow sectors that can create promising jobs for Inland Empire workers and students.

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.

Today, IEGO is the regional co-convener for the California Economic Resilience Fund (CERF) alongside the IE Labor Institute, as well as partnering with diverse groups on grants and projects to grow four main sectors: Advanced Manufacturing, Sustainable Logistics, IT/Cybersecurity, and Green Technology. The leader in this position will work with grassroots community-based organizations and the Deans of major universities, as well as state, federal, and local government, foundations, and businesses. This person will be adaptable and responsive to the voices in the region, while shaping them into a strategy for the



growth of good jobs with living wages that will be able to close the racial and gender wealth gaps endemic in the IE.

IEGO STRUCTURE AND EXECUTIVE DIRECTOR ROLE

IEGO is currently housed within the Inland Empire Community Foundation (IECF), an 80-year-old nonprofit with donor and agency funds directed to causes that benefit the region. With the IEGO Steering Committee, IECF is seeking an Executive Director to grow and manage the IEGO network and continue building the strategies for sector-based economic development. The Executive Director will be hired by IECF and accountable to the IEGO Steering 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 sector-based economic development strategies. The Executive Director will support IEGO's Steering Committee, Coordinating Council, and working committees focused on specific projects and programmatic elements related to sectors. The Executive Director will be responsible for resource development to ensure funding for cross-sectoral partnerships and 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, responsive to IEGO network members, and focused on the shared, overarching goals of IEGO. An understanding of the Inland Empire is very important.

Responsibilities

- ***Strategic vision:*** Provide vision and leadership to the IEGO network and its partners (internal and external) for how inclusive economic development can be strengthened and accomplished in the region.
- ***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:*** Ensure the expansion and leverage of the IEGO network through outreach and partnership development, including businesses, local government, Labor, and



community-based organizations. Organize teams to accomplish work, and support learning and information sharing to grow a culture of collaboration.

- **Governance**: Coordinate and manage IEGO's Steering Committee and Coordinating Council.
- **Talent**: Build the IEGO staff team to deliver on-time outputs and outcomes; ensure positive team culture by using a coaching style of management, work planning, reviews, and team building. 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 thoughtful 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. Ensure on-going investment into the IEGO framework as well as specific project opportunities within IEGO tables. Monitor budgets and prepare narrative reports to funders.
- **Projects**:
 - **CERF** – the IEGO Executive Director manages IEGO as the regional co-convenor of CERF, along with the IE Labor Institute, accountable for its success. This effort will have an IEGO CERF Navigator to do the majority of the work, as well as a coordinator between the two conveners. The Executive Director will be responsible for identifying opportunities and formulating strategies, in partnership with key regional and local players, that result from CERF.
 - **52 Cities** – This conference concept has leadership and preliminary design in place, but will require the investment and time of the IEGO Executive Director to ensure ultimate success.
 - **Subregional efforts** – Support efforts like the San Bernardino Investment Playbook by participating in planning, assisting with resource development, and amplifying efforts. Ensure connection of local projects to regional strategies, especially where they are aligned with IEGO sectors.
 - **Other**: IEGO has a fairly extensive list of existing and proposed projects. Ensure all committed projects are completed and can lead to new opportunities and strategies.



Desired Knowledge, Skills and Abilities

- Knowledgeable in sector- or cluster-based economic development, inclusive economic development, and community development;
- Knowledgeable about the workings of businesses and corporations and workforce development systems;
- A passion and understanding of the Inland Empire and its diverse communities and people;
- A passion for growing networks and leading collaborative or collective impact efforts;
- A systems-thinker oriented to working at a regional level;
- Proven ability to initiate and maintain diverse relationships across sectors and roles;
- Proven ability to lead teams and work effectively within them;
- 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.

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 or related database, Microsoft Teams, Power Point);
- 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.



Compensation: The position of IEGO Executive Director is a non-exempt full-time position. The salary range for this position is \$130,000 - \$160,000 commensurate with experience related to the job responsibilities outlined here.

Benefits: IECF offers health, dental, vision, and life insurances; a 401k plan with employer contribution; 13 holidays, 10 vacation days, and 10 sick days; staff and professional development opportunities; a positive and supportive work culture.

Location: IECF is headquartered in Riverside, CA, with a second office in San Bernardino, CA. Work from home is allowable for this position, however a qualified candidate would need to be located in the Inland Empire for field visits and successful partner collaboration.

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. The position will remain open until a successful candidate is found but to be considered in the first round of review, please apply by Monday, Feb. 3, 2023. For questions, contact Michelle Decker, IECF President & CEO, mdecker@iegives.org.

To learn more about IEGO, please go to www.iegocollab.com. To learn more about the Inland Empire Community Foundation, please go to www.iegives.org.