

## **W.E. UPJOHN INSTITUTE FOR EMPLOYMENT RESEARCH POSITION SUMMARY**

**POSITION TITLE:** Senior Director of Regional Economic and Community Development

### **SUMMARY OF ROLE**

The Senior Director of Regional Economic and Community Development is responsible for creating a strategic vision and directing the work of two departments within the Upjohn Institute, the Division of Regional Economic Development, and the Division of Community Development. The Senior Director directly supervises staff within the Division of Regional Economic Development who perform the functions detailed below. The Senior Director directly supervises the Director of Community Development, who in turn, supervises the staff and functions of the Division of Community Development. The scope of responsibilities are described in detail below. The incumbent works collaboratively with both external stakeholders and Institute staff. In particular, the position requires working closely with the Senior Research staff, especially the Institute's major research initiative on place-based research, and workforce development programs to identify projects that bridge the world of research and policy with practical applications to our local and regional economies.

### **NATURE OF DUTIES PERFORMED BY RESPECTIVE DIVISIONS**

#### Division of Regional Economic Development

The focus of work is primarily Michigan, with particular emphasis on Southwest Michigan, including the four counties serviced by the Institute workforce development programs (Kalamazoo, Calhoun, St. Joseph, and Branch). The Senior Director of Regional Economic and Community Development manages staff who perform the functions below:

#### *Analysis of economic conditions*

- Conducts analysis of local and regional economic conditions, which may include relevant US and Michigan economic trends
- Gives numerous talks on the current economic outlook
- Creates material for the Regional Economic Trends page of the Institute website

#### *Economic Impact Analysis*

- Conducts economic impact analysis of local business projects and government programs and policies that are relevant to the Institute's mission
- Uses various forecasting models, such as REMI, to examine the impact of economic development initiatives

*Community Assessments*

- Works closely with the Director of Community Development to conduct community assessments such as the biennial Community Health Data Assessment for the Bronson and Ascension Health Systems, developing dashboard metrics for the city of Kalamazoo, or developing story maps for the city of Battle Creek depicting the location of community assets in relation to areas of concentrated poverty
- Works closely with the Institute workforce development programs to manage and conduct biannual surveys of local and regional businesses

*Data base structures, data maps and other visualization products*

- Develops and maintains data systems that can be accessed by Institute staff and relevant stakeholders
- Produces data maps, visualization and other products for external stakeholders that help to inform customers about the state of the local and regional economy

Division of Community Development

The Senior Director of Regional Economic and Community Development supervises the Director of Community Development, who is responsible for the functions below:

*Southcentral Michigan Planning Council*

- Responsible for the administration of the Southcentral Michigan Planning Council (SMPC), including strategic planning, budgeting, daily operations, program/project development and facilitating the activities of the SMPC Board of Directors. Includes supporting the economic development of Prosperity Region 8

*Community Assessments*

- Works closely with the Division of Regional Economic Development to conduct community assessments as described above

*City of Kalamazoo and Community Partners*

- Facilitates Institute project work with the City of Kalamazoo and local community partners. This includes participating in meetings with community partners and managing requests for data analysis. Works closely with the President to manage relationships with the City of Kalamazoo and other community-based organizations

- Works with the City of Kalamazoo Community Data System team to manage priorities for the continued development of the community data system and the prioritization of research projects using that system
- Works closely with the Division of Regional Economic Development to create data bases and visualization maps for the city of Kalamazoo

*Kalamazoo Promise*

- Overall management of Institute related activities with the Kalamazoo Promise that includes, but is not limited to:
  - Meets regularly with staff from the Kalamazoo Promise to identify project priorities and opportunities
  - Keeps the President of the Institute informed on Promise related activities and issues, and helps prepare for quarterly meetings between the President and Promise leadership
  - Coordinates with Institute Senior Researchers on the research they are conducting for the Kalamazoo Promise as well as communicate to them any changing priorities for research from the Kalamazoo Promise staff and leadership
  - Oversees Promise data system development and management
  - Creation of shorter Promise-themed articles written for the general public that are intended for the Kalamazoo Promise and Institute web sites
  - Facilitating opportunities for collaboration between workforce development programs and the Kalamazoo Promise

## **REPORTING RESPONSIBILITIES**

This position provides direct supervision to the staff of the Division of Regional Economic Development, which currently consists of two Regional Analysts and a Mapping and Data Visualization Specialist. The incumbent also directly supervises the Director of the Division of Community Development, who in turn manages staff assigned to the SMPC and the Kalamazoo Promise.

This position reports to the President of the Upjohn Institute.

## **EDUCATION, KNOWLEDGE, AND SKILLS REQUIRED**

Ph.D. in public policy, economics, or related field and four years of relevant work experience or a master's degree and six years of relevant work experience required. Publications in peer-reviewed journals a plus. Strong quantitative skills in business or economics; experience with economic impact analysis preferred.

Demonstrated leadership experience managing both staff and projects required. Demonstrated experience in motivating researchers to successfully compete for and complete high value projects. Strong desire to seek opportunities to work with organizations on workforce and economic development projects. Experience in performing regional economic analyses, writing reports, and making presentations to lay and professional audiences. An interest in and ability to work with community leaders in solving economic problems.

## **APPLICATION INSTRUCTIONS**

Interested applicants submit CV and letter of interest to [hr@upjohn.org](mailto:hr@upjohn.org). This position will be open until filled.