



<b>Job Title:</b>	Defense and Intelligence Affairs Program Coordinator	<b>Job Category:</b>	Community Engagement, Business Development, Logistics
<b>Location:</b>	Charlottesville, VA	<b>Travel Required:</b>	Some Travel Required
<b>Salary Range:</b>	\$85,000-\$100,000	<b>Position Type:</b>	Full-Time - Contractor
<b>HR Contact:</b>	HR Contact	<b>Date Posted:</b>	TBD
<b>Posting URL:</b>	TBD		
<b>Applications Accepted By:</b>			
<b>PHONE AND EMAIL:</b> (434) 295-3141 Fax: (434) 295-3144 desk@cvillechamber.com		<b>MAIL:</b> Charlottesville Regional Chamber of Commerce 209 Fifth Street NE Charlottesville, VA 22902	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>The Charlottesville Regional Chamber of Commerce (CRCoC) sponsors a Defense Affairs Committee (DAC). The DAC provides services to a unique network of academic, industry and government participants which position the region for growth in the defense and intelligence market. For local defense industry contractors, veterans, local government, and service providers with interest in the defense and intelligence community who desire visibility and access to local federal government agencies, the DAC is a unique conduit for the sharing of information and facilitating networking meetings so that the needs of the federal government, their employees, and veterans can be met by the local community.</p> <p>The activities associated with successful operation of the DAC have become more involved than can be supported by the current volunteer members of the DAC Leadership Committee (Chairperson and Subcommittee Chairs). For this reason, the highest priority for continued success of this critical CRCoC Committee is the hire of a full-time Defense and Intelligence Affairs Program Coordinator. This position will initially be a contract employee for a two-year trial period, hired by the CRCoC with a matrixed reporting relationship to the DAC. The key position attributes are as follows:</p> <p>The Defense and Intelligence Affairs Program Coordinator will:</p> <ul style="list-style-type: none"> <li>• Serve as a primary point of contact within the CRCoC for active duty military, National Guard, reservists, veterans and their families within the community.</li> <li>• Support DAC leadership and manage as appropriate the approved DAC Strategic Plan and Work plan goals, per attached documentation.</li> <li>• Attend meetings, conferences, workshops establish memberships, etc. as determined by the DAC Leadership Committee, serving as a representative of the DAC in these venues and provide feedback to the DAC Leadership Committee.</li> <li>• Facilitate networking meetings between DAC members and other stakeholders in support of DAC goals</li> </ul>			



- Advocate for DAC supported legislative priorities with the local, state and federal governments as directed by the DAC and CRCoC Board of Directors.
- Manage the DAC office, which is expected to be located at the UVA Research Park.
- Conduct research and evaluate programs and information as needed by the DAC and/or its strategic work plan; lead and/or roll out work plan objectives as directed.
- Effectively communicate and establish cooperation with regional local government partners to facilitate a close working relationship between the defense industry, county staff and the elected officials.
- Support regional economic development efforts, consistent with the DAC strategic plan, for the retention and expansion of the defense industry.
- Proactively connect with the existing defense industry to understand needs, propose customized solutions, provide the justification for the proposed solution and seek approval from the appropriate group(s).
- Proactively seek expansion of the defense industry, to include contractors, in the region.
- Support the Committee Chairperson and Subcommittee Chairs (volunteers)
- Provide regular communication to CRCoC leadership
- Lead the planning, coordination and logistics of DAC meetings and events
- Support the ongoing promotion of the DAC within the CRCoC and across the broader community
- Assist in the creation of print and electronic marketing materials
- Perform other duties as assigned.

**The Defense and Intelligence Affairs Program Coordinator will report to the President & CEO of the Chamber, with performance goals determined in a matrix structure by the DAC and Chamber board.**

#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Bachelor's Degree or Higher preferred.

Minimum of 10 years of experience in one of the following:

- Department of Defense (DoD) Military Service
- Intelligence Community (IC) Service
- Working for a DoD/IC Contractor in a role requiring regular interaction with the government customer
- Veterans Services and Support

#### **PREFERRED SKILLS**

- Defense and intelligences knowledge
- Veterans affairs knowledge
- Business development and networking experience
- Presentation skills
- Desktop publishing (Microsoft Office, Adobe)
- Web publishing
- High levels of enthusiasm for the DAC mission



**GOALS/METRICS** - within the first 12-18 months from hire:

- **Strategic Plan**
  - Work with the DAC to review and update the DAC Strategic Plan and develop work plans for each sub-committee, this should be completed within the first 6 months of hire date.
- **Community Engagement**
  - Establish working relationship with key partners identified in the Military Assets Inventory.
    - Success defined as developed active contact list and recurring meeting/contact established for identified groups.
  - Develop a full database of the defense industry in the region (see Veterans Focus Area – Military Assets Inventory)
    - Success is defined as a “database” in the form of a living document maintained annually and including groups such as: Rivanna Station, Contractors, UVA ROTC, JAG School, FEI, NRAO, Cyber-Security companies, IT companies, “support systems,” etc.
  - Establish the new DAC office, including coordination with CAAR (Charlottesville Area Association of REALTORS®) and other area service providers focused on providing information to aid active duty members moving to the region and support of current active duty, reservists and veterans living in the region.
- **Government Engagement**
  - Support work plan areas identified in Strategic plan, with primary year one focus on building a close collaboration between Community Investment Collaborative (CIC)/ Small Business Development Center (SBDC)/Workforce Development groups to assist Rivanna Station with transitioning military personnel into the Central VA workforce.
    - Success defined as materials on line and available at the DAC office for transitioning workforce.
  - Develop relationships with local governments in the area.
    - Success defined as attendance at least one Board and/or Council meeting to introduce the position, the role of DAC and resources available for active duty, reservists and veterans in the region. Development of relationships with designated points of contact in regional government entities.
- **Education**
  - Establish relationships with area K-12 and higher education organizations points of contact, specific to curriculum and programming development.
    - Success defined as:
      - development of a brochure of all educational services available (e.g. online/website/social media and at DAC office)
      - in year one, lead the planning effort with DAC to schedule a quarterly event to promote educational services including logistics planning and coordination with key K12 and higher education stakeholders.
- **Research-**
  - Assist member companies highlight their expertise.
    - Success defined by a research capabilities catalog - publicly disclosed infrastructure, subject matter expertise, etc.
  - Develop a current capabilities matrix for use by the Government Affairs Subcommittee of the DAC describing Local, State, and Federal entities responsible for technical development
- **Veteran Benefit Organizations**
  - Develop a program for intentional Leadership/Outreach/Connections volunteer roles
  - Develop a Welcome Package for new military personnel coming to the community



- ID/Encourage CRCoC member discounts for military related community
- Work with local non-profits and service providers. ID all the services available in the community including the Roll Call “Network” – to include, but not limited to:
  - Canines for Christ
  - Earlysville Exchange
  - Guitars for Vets
  - Living Free
  - Loaves and Fishes
  - Mission BBQ
  - Mitchell Hash Foundation
  - Parade Rest
  - Project Healing Waters Fly Fishing (PHWFF)
  - Reboot: Combat Recovery
  - American Red Cross – Charlottesville Joining Community Forces (JCF)
  - Salvation Army
  - Team Red White & Blue
  - United Way
  - Veteran Yoga Project
  - VFW Post 2044
  - Wildrock
  - Virginia Dept. of Veterans Services
  - American Legion Post 74
  - Women in Military Service for America
  - The Entrepreneur’s Source
  - DIA, Staff Director, Mission Services Rivanna Station
  - Fit For Life
  - Synapse – military “Hub” coming soon (Summer/fall 2019)
  - Disabled American Veterans (DAV)
- Develop and administer an online-community survey (on CRCoC website and push through community distribution) to improve our understanding of military needs in the region.
- Develop a Military Assets Inventory (including VSO’s) to improve our understanding of our current military footprint.
- **Communication**
  - The selected candidate will quantify the value of the defense industry in the MSA and present this information to community leaders to include CRCoC Leadership, regional County and City elected officials, UVA Foundation Board, local economic development professionals and, perhaps, other similar groups.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:		Date/Time:	04/24/2019