

Opening for Contractor Opportunity

Director of Diversification

Gillette College Foundation is looking for a full-time independent contractor to serve as Director of Diversification. The contractor would be part of a team under the EDA Grant, Office of Transformation.

The Office of Transformation Program supports the future of Northeastern Wyoming. The area has many assets including interstate highway and rail access, numerous advanced manufacturing businesses, and a highly skilled blue-collar workforce. Campbell County leaders understand the need to transition away from thermal coal and have made several investments during the past decade, exploring possibilities to diversify the area. These efforts are ongoing, however, there is a need to have one point of contact to gather all the existing information, and assist with prioritization, planning, and most important implementation.

Gillette College Foundation has secured a new grant from the US Economic Development Administration (EDA) to move away from thermal coal and into other opportunities to bring to the region. The proposed EDA investment will support the Office of Transformation in looking for ways to support underserved populations while also establishing economic recovery and resilience. An economic diversification focus will turn into long-term resilience and sustainability for the region. This contract position will support and be primarily funded by this grant, EDA Award #05-79-06207 – 11.307 Economic Adjustment Assistance, and the selected independent contractor will be required to comply with all terms and conditions associated with the EDA Federal Assistance Award.

CONTRACTOR SERVICES: The Director of Diversification will work in coordination with the Office of the Transformation Advisory Council. This is an opportunity to oversee the Office of Transformation, responsible for building relationships, working with a consulting firm, supporting stakeholders, work to implement all research into a strategic plan that benefits all communities within the region both economically and intentionally with plans to improve communities suffering from the pandemic and impacted by the coal markets. This individual will be tasked with reviewing the completed studies, determining appropriate individuals, companies, and third parties to communicate with, and starting to work on a strategic plan that incorporates all the findings, and contributing entities, and provides long-term solutions for financial recovery and resilience. The person will work for three years to draw up a blueprint of a pathway that focuses on improving opportunities within the coal-impacted community. The pathway will include economic stability, contributor's workforce development, and training opportunities using current community resources. Potential communication throughout the region and state with stakeholders, governmental officials, and external entities will also be involved as it is the entire area that has been impacted by coal. This person will also act as a liaison with other projects throughout the area that may be started or completed during the duration of the awarding period. This person will work to promote regional economic growth, diversification, new job creation, and re-employment opportunities for displaced workers because of financial strains from the coal industry. The focus will be turning all the findings from the deliverables into a work product that builds a pathway supporting the coal-impacted community through various means. Current knowledge of

activity within the coal impact community, including PRB struggles, economic concerns, and the downturn in employment opportunities, will allow the Director of Diversification to seek expanded development into additional revenue-driven industries and economic opportunities that provide stability and workforce training that gets laid-off individuals re-employed.

The independent contractor will work with the Office of Transformation Advisory Council to conduct outreach to review existing diversification strategies, workforce studies, and planning efforts, advertise and identify a consulting firm to assist with facilitation and data gathering during meetings, collaborate with stakeholders working on existing diversification efforts, meet with state and local leaders, business owners, stakeholders, and residents to prioritize efforts, identify new market opportunities for existing businesses, work with consulting firm to author Campbell County Transformation Strategy and Implementation Plan with information gathered from previous meetings, and contract staff to implement the strategy with the guidance of governance board. In addition, the independent contractor will help encourage adults to participate in the program by working with community organizations and community and faith-based leaders to help promote the program to those who are in greatest need of support. The Director of Diversification directs the administration of programs that promote employee and vendor diversity. Oversees the design of procedures to ensure compliance with internal policies and external diversity regulations. Develops initiatives to foster knowledge and adoption of diversity and inclusion topics and best practices, and develop strategies to attract, develop, and retain members of underrepresented groups. Collaborates with stakeholders. Collaborate with peers within the regulatory agencies, academic and technology developers, trade groups, and state economic development entities. Analyze market dynamics, market share changes, and competitive intelligence. Identify capital projects, international ventures, potential mergers and buy-outs that could impact Campbell County. Identify strategic risks and collaborate with leadership, special committees, and consultants to execute strategies. The Director of Diversification will oversee the work of the Program Coordinator in the Office of Transformation.

QUALIFICATIONS:

- Bachelor's degree in a related field preferred.
- At least five years of related experience is preferred with at least five years of managerial experience.
- In-depth knowledge of traditional energy resource businesses and developing sector trends and technologies.
- Project management experience.
- Solid knowledge of the overall departmental function.
- Excellent verbal and written communication skills including proven dispute resolution skills.
- Excellent organizational skills and attention to detail, strong analytical and problem-solving skills.
- Highly ethical behavior.
- Public relations and marketing knowledge.
- Exceptional interpersonal, decision-making, and leadership skills.
- Analytical thinking and ability to interpret technical information.
- Available to travel when necessary.
- Confidentiality should be exercised when working with stakeholders.

The Contractor position requires a self-starting, self-driven individual who is also a strong team player, and a person who is curious and open to and eager for new learning. The position requires someone who is patient with people and processes yet driven to produce timely results; comfortable with periods of uncertainty about project direction, who can maintain focus and motivation while exploring potentially conflicting options; and who can understand the strategy and the “big picture” and translate it to tactical solutions in a fast-paced environment.

POSITION TYPE, TENURE, AND OTHER DETAILS:

This is a 3-year Independent Contractor position, there are no benefits, or paid overtime. Contract end date is March 1, 2026. Contract award is \$80,000 - \$90,000 per year. Gillette College will provide office space at the Technical Education Center.

EVALUATION AND SELECTION:

Selection will be based on the potential contractor’s demonstrated ability to meet specified requirements/needs; expertise and experience of the contractor; clarity and relevance of the application materials; the number, availability, and flexibility of hours offered by the contractor and the requested compensation in the context of the contractor’s experience and qualifications and the organization’s needs and available project resources.

Gillette College Foundation Executive Director, Heidi Gross may contact potential contractors by email with questions regarding the contents of applications and to ask for clarifications during the evaluation process. Responses to questions should be in written format and submitted electronically via email to hgross@gillettecollege.org.

The Office of Transformation Advisory Council will review the applications received and may conduct interviews with potential contractors. Each application will be reviewed and ranked based on these criteria (listed in order of importance, with the first factor carrying greater weight than the last):

- The described approach to designing and delivering training
- Demonstrated ability to create and oversee teams, both internal and external, while exhibiting strong organizational abilities, project management, and oral and written communication skills
- Understanding of the challenges that unemployed and underemployed workers face
- Demonstrated strong understanding of the region’s workforce systems and post-secondary education institutions
- Demonstrated ability to develop strong working relationships with the workforce and local government
- Familiarity with economic development, education, and other organizations, and institutions, as well as with business leaders and employers
- Applicant’s level of availability and requested compensation in the context of demonstrated skills and the unique experience offered

HOW AND WHEN TO APPLY:

All questions regarding this opportunity should be directed to Gillette College Foundation, Executive Director, Heidi Gross by email at hgross@gillettecollege.org. Responses to any questions relevant to all applicants will be provided to all parties that have expressed interest at the time of response.

The Office of Transformation is seeking to fill this role immediately. Applications for this opportunity must be directed to Gillette College Foundation, Executive Director, Heidi Gross by 5 pm on December 12, 2022. Applications must be submitted electronically via email, in PDF format, to hgross@gillettecollege.org.

A complete application will include a cover letter that thoroughly describes how the applicant meets or exceeds the qualifications stated above and demonstrates the extent to which the applicant's education, training, skills, and/or experience align with and support the evaluation criteria listed. The cover letter may exceed one page, single-spaced, but may not exceed two pages in length. Additionally, applicants must include a standard resume with their submission.

Note: It is the responsibility of the applicant to verify the receipt of an application or any related electronic communication by Heidi Gross, as there is always the possibility of emails getting blocked by Gillette College.

OTHER KEY INFORMATION:

This notice of contractor opportunity opening does not commit the Office of Transformation to award a contract or pay any costs incurred by any potential contractors prior to awarding a contract. The Office of Transformation reserves the right to accept or reject any or all applications received because of this opportunity notice if it is considered in the best interest of the Office of Transformation to do so. The Office of Transformation may require the selected applicant(s) the right to revise the scope of contracted services to fit within the allocated budget for this position.

Applicants shall not offer any gratuities, favors, or anything of monetary value to any officer, employee, agent, or director of the Office of Transformation Advisory Council members for the purpose of influencing favorable disposition toward either their application or any other application submitted because of this notice.