

<b>Position Title:</b>	Executive Director
<b>Report to:</b>	Erie County Redevelopment Authority Board of Directors
<b>Compensation:</b>	\$106,000 to \$135,000 annually
<b>Email Resume to:</b>	<a href="mailto:kspilko@erieredevelopment.com">kspilko@erieredevelopment.com</a>
<b>Application deadline:</b>	August 9, 2019

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### **DESCRIPTION**

The Redevelopment Authority in the County of Erie and its affiliated organizations (“Erie County Economic Development”) is looking for a dynamic economic development professional to lead an impactful and exciting organization. Erie County Economic Development provides low-interest financing, real estate services and government grant assistance to businesses, municipalities, and non-profit organizations.

This is an opportunity to lead a critical segment of the Erie County economic development infrastructure aimed at fostering investment and employment during an exciting period of renaissance in Erie, PA. Erie County Economic Development is searching for an energetic, creative, knowledgeable Executive Director ready for a new opportunity to manage an \$18 million loan portfolio, while pursuing redevelopment challenges in line with the City of Erie’s comprehensive plan—Erie Refocused, and Emerge 2040, the County’s long-range master plan.

Erie County Economic Development leads four affiliate agencies organized under the Erie County Redevelopment Authority including Enterprise Development Center of Erie County, Erie County General Authority, Erie County Industrial Development Authority, and Erie County Community Services Financing Authority. The successful applicant will be in a position to influence economic development strategies and outcomes in a transitioning community, ripe for investment.

The Executive Director is specifically responsible to: articulate the organization mission and vision; develop and submit a budget; link Board planning/policy setting with Staff activity; lead and develop the Staff; create strategic initiatives; coordinate activities of the Affiliates; develop strategic partnerships; and publically represent the affiliates.

### **RESPONSIBILITIES**

#### **I. Board of Directors**

- Develop for approval a concise short- and long-range strategic plan for Erie Economic Development;
- Develop and prepare an annual business plan which includes management goals and timetables;
- Develop and prepare an annual budget;
- Develop and modify, as necessary, policies that foster economic and job growth based on national best practices;
- Develop, implement, and modify, as necessary, systems which ensure accurate and timely communications of business-related matters requiring Boards input and/or approval;
- Prepare and disseminate agenda and/or information to Board members prior to meetings; and,
- Work with the Board in executive succession planning.

## II. External Relations

- Public and the Media
  - Ensure the development, implementation, and maintenance of programs to affect positive public relations, including attending relevant events, conferences, and meetings; and,
  - Ensure the proper dissemination of public information via website, digital and social media, press releases, and proactive relationships with local media outlets.
- Customers
  - Ensure the development, implementation, and maintenance of programs designed to provide a positive customer service experience for all existing and/or potential customers; and,
  - Monitor and maintain the highest quality of service to customers.
- Positively represent Erie County as an innovative region that supports job and business growth;
- Proactively ensure the affiliates are positively represented in the Erie community and nationally among residents, business-owners, civic leaders, and peer organizations; and,
- Maintain positive, proactive, and productive working relationships with other regional economic development agencies, elected officials, local, state and federal government agencies, and other public service providers.

## III. Finance

- Ensure the budget is developed, reviewed and submitted for Board approvals on an annual basis;
- Ensure that the financial information systems and other reports are structured to provide meaningful organization performance measurements and progress toward objectives;
- Ensure sound financial practices are established and implemented;
- Ensure external audits are completed and auditors' recommendations to management are addressed; and
- Guide capital-raising efforts for affiliate's projects and programs.

## IV. Operations

- Understand regulatory and external changes that may affect Erie County Economic Development;
- Accurate completion of: monthly financial reports; annual budgets with monthly tracking; annual audit reports; accountability reports for government bodies; programmatic and financial reports for funding organizations; and, project or activity status reports for Board(s) review and/or approval;
- Ensure effective management of multi-tenant facilities (if necessary), including timely and cost-effective maintenance and capital improvements of facilities;
- Ensure the development and maintenance of timely and accurate "open" and "closed" project files; and,
- Ensure efficient administrative and office management principles are utilized.

## V. Programs

- Conceptualize, plan, coordinate, implement and manage development, public/private redevelopment, and long- and short-term planning strategies and programs;
- Actively pursue information and professional development opportunities to ensure Erie County Economic Development is in line with regional and national economic trends, market conditions, and development opportunities;
- Improve existing and develop new programs, projects, and initiatives to grow the region's economy and increase its prosperity, in line with *Emerge 2040* and *Erie Refocused*;
- Plan and oversee efforts, and actively pursue strategic opportunities to engage with and provide professional expertise and counsel to companies looking to locate or expand in the local area;

- Plan and oversee activities required to develop project finance for customers; ensure the successful negotiation of financing with the appropriate public agency; and
- Plan and oversee efforts to package incentives for businesses to facilitate corporate retention, expansion and attraction in Erie County.

## **VI. Human Resources Support**

- Hire, train, supervise, coordinate, coach and discipline a diverse staff of 3-12 employees;
- Ensure the development, implementation, maintenance, and review as necessary organizational structure and staffing levels which support needs and the organization's strategic plan;
- Oversee hiring processes and make final decisions in any separation process;
- Ensure Board involvement in the hiring or separation of any C-level or Vice President level employees;
- Develop professional development plans with senior employees;
- Conduct performance appraisals at least annually for all direct-reports; and,
- Review employee programs and procedures (i.e., compensation, benefits, handbooks, training, etc.) to ensure they are current and competitive.

## **QUALIFICATIONS**

- Education: B.A./B.S. degree in Finance, Urban Planning, Business or comparable area. Master's degree preferred.
- Professional: Completed coursework, certifications or licensure through the International Economic Development Council (IEDC) and/or the National Development Council (NDC) preferred.
- Experience: Minimum five years previous, lending, economic development or government position in a related job capacity.

## **SPECIAL REQUIREMENTS**

- In-depth knowledge of government and regulatory requirements pertaining to economic development areas;
- Ability to identify client needs and creatively develop solutions and proposals that result in further business development;
- Ability to negotiate contracts, real estate and related transactions;
- Thorough knowledge of public and private funding sources for economic development;
- Ability to travel locally and long distances to project sites, government centers, and other partner locations as necessitated by job requirements;
- Ability to develop a positive partnering relationship with clients, government agencies and funding organizations;
- Effective verbal and written communications; and,
- Effective management skills in leading and motivating employees.

## **COMPENSATION**

- The starting base salary for this position is in the range of \$106,000 to \$135,000;
- Benefits include medical insurance, retirement plan, paid time off; and,
- Exceptionally qualified candidates may be compensated beyond the base salary.

## **NOTES**

The Redevelopment Authority reserves the right to modify this job description at any time. This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and

requirements of this job. Individuals may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an individual be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the individual when possible. Erie County Economic Development strives to provide exceptional stewardship of public dollars and works to stimulate job growth and help grow the economy for all Erie County residents without regard to race, color, religion, national origin or citizenship status, sex, gender identity or expression, pregnancy, sexual orientation, age, disability, or military status.