



An invitation to apply for the position of

Executive Director-Northeast Public Development Authority

\$90,000 to \$110,000 annually

Open Until Filled

The Hillyard Industrial Area in northeast Spokane (The YARD) is an emerging employment center for industrial businesses. The YARD includes approximately 500 acres of heavy and light industrial-zoned property adjacent to residential and commercial areas. In 2012, the Northeast Public Development Authority (NEPDA) was established by the City of Spokane in response to requests from the community for increased capacity and focus on creating more jobs in The YARD. The YARD Redevelopment Master Plan, adopted in 2017, includes goals and policies to guide development and public investment in The YARD. NEPDA is governed by a seven member board.

Nature of Work:

Under the direction of the Board of the Public Development Authority (PDA), the Executive Director plans, administers, organizes, coordinates, and directs the strategic growth plan for the Northeast PDA. Develops and implements long-range strategies to ensure the economic health and vitality of the PDA and coordinates with partner agencies to ensure long term, quality job and income growth in the PDA. Provides overall vision and leadership and requires independent judgment and action.

General Functions:

- Performs administration, strategic direction, and evaluation of all economic development activities within the PDA
- Drives job and income growth and private investment
- Aligns partner agency and private sector

resources with growth opportunities

- Ensures regional collaboration in support of job and income growth strategies
- Directs and reviews reports, analyses, and studies that impact the economic vitality of the PDA
- Monitors programs and policies to ensure sustainable job and income growth in the PDA
- Presents and proposes programs and projects to drive economic growth
- Maintains a close working relationship partner agencies

Examples of Work:

- Oversees, and directs all economic development activities of the PDA with the goal of advancing sustainable job and income growth.
- Directs the design and coordination, of economic development programs and projects, including attracting new business and retaining existing businesses, and ensures that specific projects are planned and evaluated before implementation.
- Directs the development, coordination, budgeting and evaluation of redevelopment programs and projects.
- Works with Board of Directors to develop a strategic framework to drive measurable outcomes within desired timeframes
- Coordinates economic and redevelopment projects with private and other public agencies.
- Coordinates closely with Community Development, Business Development, and Planning and Development services within

partner agencies.

- Maintains and develops liaison activities with individuals, groups, various business and community organizations, and broad array of industry partners which might impact economic development activities.
- Assesses PDA economic development problems and opportunities and conduct gap analysis.
- Ensures that all programs meet the PDA's objectives and policies.
- Provides professional advice and assistance to business leaders and various other groups and agencies.
- Prepares and presents written materials on projects including redevelopment plans, development agreements, progress reports, and staff reports.
- Conduct negotiations with developers, including preparation of exclusive rights agreements, development agreement disposition, leases and other matters.
- Develops and implements PDA Marketing program (either working with the Board or 3rd party marketing firm/agency)
- Oversees annual operating and capital budgets and submits for Board review and guidance
- Perform related duties as required

Minimum / Preferred Requirements and Qualifications

- Any combination equivalent to: Bachelor's degree in Business Administration, Marketing, Finance, or related field and five years of management experience in business, economic development, downtown management, or commercial real estate, including at least two years in a supervisory capacity managing complex projects. A postgraduate degree in a major field related to community and economic development or related field may be substituted for up to two years for the required work experience
- Preference may be given for advanced degree.
- Professional experience that demonstrates a complete understanding of economic development issues and objectives at the regional, state and national levels.
- Demonstrated senior level management/

leadership & supervisory experience.

- Hands on and successful experience in creating, facilitating and managing organizational change.
- Demonstrated ability and understanding of the legislative process and substantive experience working in a political environment.

Preference given for experience in the following areas:

- Principles and practices of Public Administration
- Business, economic, and market forces and indicators
- Funding sources and methods
- Real Estate Finance
- Methods for monitoring and evaluating programs
- Principles of Management
- Bond Financing
- Community Development, Urban Planning, and Redevelopment
- Industrial Park Development and Management

Salary and Benefits

The Northeast Public Development Authority will offer a competitive salary and benefits. The base salary for this position is \$90,000 up to \$110,000. The candidate selected for the position may be eligible for performance based compensation in the form of accelerated step increase/s based on performance and achievement of specific goals to be negotiated by the Board of Directors.

The provisions of this document do not constitute a contract, express or implied, and any provisions contained in this herein may be modified or revoked without notice.

To apply, please send a cover letter, resume, and exempt application to:

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gkinyon@spokanecity.org. Fax: (509) 625-6379.