

# **MANITOU SPRINGS URBAN RENEWAL AUTHORITY**

## **PART-TIME EXECUTIVE DIRECTOR**

### **JOB DESCRIPTION**

**Salary:** \$40-\$50/hour

**Job Type:** Independent Contractor – approximately 20 hrs./week

**FLSA and IRS:** Must meet both FLSA and IRS Requirements for an Independent Contractor

#### **Manitou Springs Urban Renewal Authority**

The Manitou Springs Urban Renewal Authority was established by the City of Manitou Springs City Council in 2006. The URA promotes projects that benefit the public, provide quality sustainable places, create jobs, promote public art, offer affordable housing, and raise the standard of development in the eastern part of Manitou Springs. These projects are achievable through the coordinated partnerships of private and public entities, civic leaders, financial institutions, and the use of tax increment financing. The objective of the Manitou Springs URA is to facilitate development of balanced, sustainable environments where people live, work, and come together as a community.

#### **Executive Director**

As the Executive Director, you will report to a 7 member board appointed by the Mayor of Manitou Springs and approved by City Council. You will be responsible for administering and overseeing the functions and directives of the URA, in addition to administrative, budget, and operational priorities specific to development and revitalization goals.

#### **Typical Responsibilities**

- **Maintain effective communication with the Board of Directors**
- **Administer, facilitate, and manage development objectives**
- **Strategically identify, develop, and stimulate private sector real estate investment opportunities**
- **Partner with public and private entities to achieve development goals**
- **Identify and organize funding mechanisms, such as Tax Increment Financing**
- **Represent the URA's best interests throughout any negotiation process with the highest degree of integrity and professionalism**
- **Represent the URA at various events**
- **Develop and implement best practices and policies working in conjunction with appropriate City staff**

#### **Examples of Job Competencies**

- **Excellent leadership, communication, and interpersonal skills; ability to effectively work with a diverse economic and cultural constituency to achieve development and other identified goals**
- **Ability to appropriately manage stakeholder relationships**
- **Knowledge of how to effectively work with a board, commission, and/or government entity**
- **Knowledge of large scale profit and loss accountability**

- Knowledge of strategic initiative development and implementation, specifically with operating policies and procedures and work process improvements
- Knowledge of pertinent local, state, and federal laws pertaining to urban renewal authorities and public meetings
- Political expertise to work with and strengthen relationships with elected officials
- Strong organizational and analytical skills
- Ability to drive change and manage long-term projects
- Ability to meet commitments and deadlines
- Ability to oversee and manage project developments

### **Minimum Qualifications**

Bachelor's degree from an accredited college or university with major coursework in urban planning, public administration, finance, business administration, or a related field.

Five years of full-time responsible management experience in a related field and two years of administrator and/or supervisory responsibility.

### **Preferred Qualifications**

Management or supervisory experience in economic development or urban renewal initiatives.

### **Submittal**

Please submit a letter of interest and resume to: Ann Nichols, URA Chair, 208 Pawnee Avenue, Manitou Springs CO 80829 or via email to [anicholsduffy@aol.com](mailto:anicholsduffy@aol.com) by January 15, 2019.