

POSITION TITLE: Executive Director, Redevelopment Authority of the County of Montgomery (RDA)

EXEMPT: Yes

DEPARTMENT: Commerce

POSITION REPORTING: Redevelopment Authority Board of Directors (the Board)

POSITION SUMMARY:

The Executive Director is responsible for overseeing the entire operation of the Redevelopment Authority of the County of Montgomery. This position is an at-will position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Manage and operate the RDA in compliance with all applicable current and future Commonwealth of Pennsylvania, and federal policies, procedures, laws, regulations, other governing document, and all applicable reporting requirements.
2. Maintain and apply the levels of leadership, creativity, and enthusiasm required to meet performance expectations and to identify, implement, and maintain appropriate and meaningful economic development, housing, and community development initiatives.
3. Prepare annual RDA budgets; monitor actual to budget financial performance; and implement corrective action as required to maintain budgetary compliance.
4. Regularly monitor private, state, federal grant, and other applicable funding sources to secure financial support for the RDA's ongoing operations, to fund specifically defined projects and initiatives, and to identify opportunities for development of additional programs and projects. Properly administer grant receipts and disbursements; assure compliance with all grant reporting requirements.
5. Participate in and assign staff to attend relevant meetings, seminars, training sessions, and conferences. Maintain active participation in relevant organizations, associations, and other groups and agencies.
6. Conduct effective and ongoing outreach efforts to educate County and Municipalities, the PA DCED, the local business and residential communities, DEP and EPA, and other stakeholders about RDA services and impacts, evidenced by public and private speaking engagements, meeting discussions, and active participation in applicable civic, professional, community and economic development agency associations and organizations.
7. Contribute to knowledge creation and dissemination through effective and timely communications with peers and through participation in relevant networking activities.
8. Maintain close contact and effective relationships with the County Commissioners, community leaders, officials from the PA Department of Community and Economic Development; other applicable federal, state, and local agencies; and financial institutions to secure and maintain their support for RDA capabilities, activities, programs, and initiatives.
9. Performs other duties related as required within the scope, responsibility, and requirements of the position, and as so directed by the RDA Board of Directors.
10. Establish and periodically revise an effective and viable strategic plan for the RDA, encompassing input from the RDA Board and other key stakeholders.
11. Manage the RDA's EPA Revolving Loan Fund, Enterprise Zone Loan Fund, and any and all other current or future RDA loan or grant programs. This responsibility includes providing application completion assistance for qualified borrowers and the preparation and presentation of loan proposal packages to the RDA Board.
12. Develop and distribute the monthly Board meeting Agenda.

SUPERVISORY RESPONSIBILITY:

The Executive Director supervises the RDA staff. Selects, trains, mentors, utilizes, and motivates staff members in a manner conducive to maintaining a productive, efficient, and harmonious RDA work force.

CONTACT WITH OTHERS:

Has frequent contact with outside public sector agencies and officials, regional and state organizations, local businesses, and peers. Interacts with out of the area businesses and local entrepreneurs seeking assistance and information with respect to business startup, expansion, and relocation opportunities. Has frequent interaction with local residents, County staff, RDA legal counsel, and representatives of the local and regional press. Serves as the MRDA's primary liaison with the Authority's legal counsel.

QUALIFICATIONS:

Education: Bachelor's degree in Business Management, Marketing, Accounting, Finance, Economics, Public Administration, or related field. Equivalent experience in the private or public sectors is also acceptable.

Experience: Five years of administrative, management and supervisory experience in the economic development field, or five year's applicable experience in a private sector leadership position. Experience managing grants and government agency contracts is preferred, but not required.

Skills: Must have the following skills:

- Significant knowledge of economic development agency functionalities, regulatory compliance requirements, and applicable administrative policies and practices.
- Familiarity with applicable accounting procedures and financial analysis, human resource management, financing, and legal issues.
- Strong interpersonal, oral and written communication, problem-solving, and listening skills.
- Strong organizational and time management skills. Ability to establish and adhere to deadlines.
- Strong self-starting capabilities.
- Ability to work effectively with minimal direct supervision.
- Ability to effectively network with partners and stakeholders.
- Proficiency in MS Office programs.
- Supervisory/Human Resource skills sufficient to effectively manage a diverse staff of exempt, non-exempt, and hourly personnel.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to sit, stand and walk for moderate periods of time. Ability to work in all weather conditions. Occasionally may be required to do Medium Level and/or Heavy Level physical work that would include reaching, walking, pushing, pulling and lifting.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function. The noise level in the work environment is usually moderate.

DRIVER'S LICENSE: A valid driver's license is required.

For more information see the following website: <https://www.montcopa.org/jobs>