

## SUMMARY POSITION DESCRIPTION

### EXECUTIVE DIRECTOR, URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH

#### THE OPPORTUNITY

The Urban Redevelopment Authority (URA) of Pittsburgh is undertaking a nationwide search to hire a new Executive Director. Since its establishment in 1946, the URA has served as the City of Pittsburgh's community and economic development agency, reclaiming thousands of acres of brownfield and riverfront sites, building and restoring tens of thousands of homes, and supporting hundreds of businesses. Today, Pittsburgh's economy is growing, but too many Pittsburghers have yet to share in the prosperity.

Having shepherded Pittsburgh through a postindustrial revitalization and helping it emerge as a national leader in the industries of the future, the URA today is at an inflection point. We are looking for an Executive Director who can think creatively about challenges and opportunities, who is committed to expanding access to opportunities for all Pittsburghers, and who can apply the tools of the URA to strengthen and grow a resilient and equitable economy.

The successful candidate will be a visionary and inspirational leader who can deliver an approach to economic development that is dynamic, well-resourced, and guided by a clear strategic plan. S/he will work collaboratively with a Board of Directors, political and community stakeholders, and a team of talented staff dedicated to Pittsburgh's economic future. Ideally, s/he will be an individual who is deeply experienced managing senior employees, implementing projects that support citywide economic development goals, and helping an organization navigate transition.

#### JOB DESCRIPTION

The Executive Director directs and manages all operations of the Urban Redevelopment Authority of Pittsburgh with the goal of expanding access to opportunity for all Pittsburghers. Reporting to the URA Board of Directors and in coordination with the Mayor's Office of the City of Pittsburgh, the Executive Director leads several core functions on behalf of the City, including expanding access to affordable housing, fostering job creation, entrepreneurship and small businesses, and supporting mixed-use redevelopment.

#### Essential Duties and Responsibilities

- **Strategy & Vision**
  - Communicate a compelling vision for equitable economic development to internal and external stakeholders.
  - Develop a business plan for the Board's consideration and approval that lays out key objectives, metrics and action items at the agency-wide and department level.
  - Collaborate productively with the Mayor's Office and City agencies in service of citywide economic development objectives.
  - Oversee attainment, measurement and communication of annual goals and objectives.
  - Develop a financial sustainability plan identifying short- and long-term sources of revenue.
  - Promote the URA and represent the agency on local and regional boards.

- Establish and grow partnerships between the URA and the business and nonprofit communities in Pittsburgh.
- **Operations**
  - Manage senior staff in maintaining a highly effective and cohesive work team.
  - Prepare division/department/organization operations budget.
  - Implement real estate and policy projects that support the citywide Economic Development goals.
  - Review and communicate all departmental reports and presentations.
  - Evaluate planning-related legislation and applicability to URA projects.
  - Represent the URA at key events, including a substantial number of evening and weekend meetings.
- **Team Development/Leadership**
  - Oversee the recruitment, employment and release of staff and contract personnel.
  - Promote a culture of high performance and continuous improvement.
  - Monitor staff performance and professional development goals, set objectives, establish priorities, conduct annual performance reviews and administer salary adjustments.

#### Required Skills and Abilities

- **Subject-Matter Expertise**
  - In-depth knowledge of the urban planning and real estate development process, including terminology, laws, practices, principles, and regulations.
  - In-depth knowledge of the principles of budgeting and finance and proven track record of financial stewardship.
  - In-depth knowledge of federal, state and local laws, ordinances and codes pertaining to a wide variety of planning topics.
- **Strategy & Vision**
  - Excellent interpersonal and public relations skills and demonstrated capacity to work effectively with public officials, business partners, staff and the general public.
  - Ability to understand and manage high-profile, sensitive or controversial political situations.
  - Excellent problem-solving and negotiation skills.
  - Ability to exercise sound and independent judgment within general policy guidelines.
  - Demonstrated track record of accomplishment in affordable housing and job creation initiatives with an emphasis on equitable development.
  - Demonstrated track record of productive collaboration with the business community.
  - Experience reporting to a Board of Directors.
- **Operations**
  - Ability to manage a large, complex organization according to a clearly defined set of metrics, targets and core values.
  - Excellent team player.
  - Knowledge of computer applications including Microsoft Office, Internet applications, and GIS.
  - Proven management skills and ability to manage day-to-day operations.
  - Strong written and oral communication skills, including the editing, oversight or preparation of technical reports, and the presentation of information to government entities and various committees.

- **Talent Development/Leadership**

- Effective and persuasive leadership comfortable with all levels of staff, public and others.
- In-depth knowledge of principles of personnel management, including supervision, training and performance evaluation.
- Commitment to diversity and inclusion in the workplace.

#### Preferred Qualifications

- Bachelor's Degree required. Master's degree in business, real estate, public policy, urban planning, finance, law or a similar area of study preferred.
- Minimum 10 years of experience in relevant field, with a minimum of 7 years of experience in leadership or management at a City, County or State agency with a focus on economic development and real estate.
- Minimum 10 years of management experience.
- Possesses a valid Pennsylvania driver's license within 30 days of employment.

#### Physical Requirements

- Ability to safely and successfully perform the essential job functions consistent with the ADA.
- Must be able to lift and carry up to 20 lbs., standing, sitting, reaching and stretching.
- Must be able to talk, listen and speak clearly on telephone.

**The URA is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, sexual orientation or any other characteristic protected by law.**

**An applicant must be a City of Pittsburgh resident, or become one as a condition of employment at the URA.**

#### APPLICATION PROCESS

HR&A Advisors and PRM Consulting are supporting recruitment of candidates for this position. Send nominations, applications, references, and inquiries in confidence to:

Mr. Gregory L. Davis, Principal, PRM Consulting  
on behalf of the HR&A Advisors team  
1814 13<sup>th</sup> Street, Northwest  
Washington, DC 20009

URAEExecDir@hraadvisors.com

*Electronic submission of materials is strongly encouraged.*