

DUTIES AND RESPONSIBILITIES:

EXECUTIVE DIRECTOR, THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE CITY OF TUCSON, ARIZONA (TIDA)

Under the direction of the President of TIDA's Board of Directors the Executive Director ("ED") shall be responsible for the day-to-day business of the TIDA. This will include coordination and collaboration with the TIDA's administrative staff (currently conducted by the Business Development Finance Corporation) and legal counsel (currently Lotzar Law Firm, P.C.).

The ED will guide the development and implementation of investment strategies, and opportunities for partnerships primarily in the City of Tucson. The ED will establish relationships with the Mayor and Council, key city staff as well as representatives of non-profit agencies and the private sector.

The ED will also be responsible for coordinating meetings conducted by TIDA including Board of Director's meetings as well as standing and ad-hoc subcommittees.

The ED will be responsible for the following:

Governance and Administration

- Facilitates TIDA Board and sub-committee meetings as necessary, as well as public meetings conducted by TIDA.
- Reviews TIDA finances and makes recommendations regarding funding, investment, and program strategies.
- Works with TIDA to develop strategic and annual plan.
- Responsible for communications conducted by TIDA including written correspondence, website and public relations.
- Negotiate and manage contracts for administrative, legal, and other outside services.

Legislative

- Maintains and develops relationships with federal, state, local and regional agencies such as HUD, Dept. of Treasury, etc.
- Tracks and reports on relevant legislative and regulatory activity

Community Development

- Acts as liaison with elected officials and staffs of the City of Tucson, Pima County and other jurisdictions
- Communicates and coordinates with local community and economic development and housing organizations on matters that may be of mutual interest.
- Participates in and attends meetings representing TIDA
- Participates in such organizations as National Association of Local Housing Finance Agencies ("NALHFA"), Council of Development Finance Agencies ("CDFA"), Arizona Housing Alliance and other organizations and interest groups as a representative of TIDA.

Business Development

- Serve as contact for funding proposals to TIDA including real estate development and investment, finance lending, etc.
- Receive and provide initial analysis of loan and funding applications
- Works with TIDA to develop and implement lending programs to assist non-profit organizations and small businesses in Tucson, particularly in TIDA focus areas.
- Seeks opportunities to leverage TIDA investments through partnerships, participation loans and other strategies.
- Analyzes TIDA assets, including real estate, and recommends development and utilization strategies

Program Development and Coordination

- Develop and coordinate projects and programs that are established by TIDA including Single Family and Multi-Family programs.
- Represents TIDA at public events and meetings
- Researches, prepares, submits and administers grants, or other funding or partnership proposals for TIDA
- Implements and oversees application process and procedures for TIDA programs including RFP/RFQ.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Finance, Public or Business Administration or other related field. Master's Degree is preferred
- Five years experience in public finance or administration.

Knowledge of:

- Tax exempt bond financing
- Public/private/non-profit partnerships and investment strategies
- Housing and community development programs including CDBG, HOME, etc.
- Real Estate and housing financing and development

Familiarity with

- Arizona laws governing IDA's / public private financing – Statutory Authority for IDAs
- Local governance and institutions.