

CLASS TITLE: MAYOR'S ASSISTANT – SENIOR VICE PRESIDENT, FINANCE AND STRATEGIC INVESTMENTS

PURPOSE OF CLASSIFICATION: Under general direction, the Senior Vice President of Development Finance and Strategic Investments serves as a member of the senior leadership team for the Tulsa Authority for Economic Opportunity, leading a team of staff focused on managing public finance and incentive tools and programs; analyzing, developing, and supporting development and redevelopment projects; and managing and optimizing the Authority's financial and real estate assets. The SVP drives value for the organization through transparency and accountability in the use of public finance tools and management of assets, aligning efforts to ensure mission alignment to achieve shared prosperity and racial equity, while supporting the organization's goals related to developing sustainable revenue streams, and other duties as assigned.

ESSENTIAL TASKS:

- Leads strategy and a team of staff responsible for developing, managing, and evaluating public incentive tools and programs and their effectiveness and impact in support of economic and community development efforts and priorities
- Ensures transparency and accountability of public finance tools and incentives by developing, managing, and overseeing contracts and databases, reporting, or other tools developed to manage contracts
- Leads financial strategy related to public and private development projects, evaluating the financial feasibility of projects through analysis of project pro formas and other related documentation.
- Evaluates and understands the financial impact of incentives and public finance tools on the overall financial profile of the Authority and the long-term financial success and viability of the Authority.
- Leads strategy for TAEO related to the management of existing real estate assets and the acquisition, disposition, management and leasing thereof
- Oversees and manages staff who conduct regular analyses of existing assets or potential new assets, developing strategies for enhanced management and/or disposition, with the goal of aligning asset strategy with the organization's mission and/or maximizing revenue generation potential of TAEO and TDA-held assets
- Manages and oversees staff, operators, and contractors responsible for the day-to-day management and oversight of assets, operators, and tenants, including existing real estate and parking structures.
- Develops and monitors revenue and expense projections and actual budgets related to assets and their operations, aligning performance with organizational budgeting and financial management
- Coordinates and collaborates with staff responsible for managing and monitoring the financial performance of the Authority
- Manages a team of 2-3 existing staff, with the potential for team size to grow long-term
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS

Training and Experience: Graduation from an accredited college or university with a bachelor's or master's degree in a field relevant to the essential tasks of this job description and at least seven (7) years of progressively responsible experience in economic or community development; banking or commercial lending; finance or investment services; real estate, property acquisition/management, land marketing or development; business or public administration, or related field; or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles, practices, issues, programs and resources for economic development and procedures for fund acquisition; comprehensive knowledge of financing techniques and procedures relating to real estate, business/industrial development and land financing; comprehensive knowledge of real estate, land use planning/development processes, finance alternatives, and economic incentive methods; considerable knowledge of municipal government administration and budget methods/procedures; considerable knowledge of program planning, monitoring

and evaluation principles, practices and techniques; knowledge of the principles and practices of real estate laws, sales, and purchases; and knowledge of the principles and practices of contract compliance and monitoring procedures. Strong ability to quickly and effectively prioritize and reprioritize work based upon shifting demands; ability to analyze development trends and effect strategic infrastructure plans to support new development; ability to communicate effectively, both verbally and in writing, maintaining effective working relationships with individuals, businesses, general public, and internal/external agencies; and ability to independently research/analyze data/information and exercise judgment in resolving significant issues; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; and may be subject to walking, standing and sitting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; may require working evenings and weekends and traveling to attend meetings and visit development/business sites.

Class Code: 2058

Effective Date: May 4, 2021