

**Seattle Chinatown International District Preservation and Development Authority
EXECUTIVE DIRECTOR**

Position Description

The Organization: The Seattle Chinatown International District Preservation and Development Authority (“SCIDpda”) is a public development authority established in 1975 to revitalize the neighborhood. The SCIDpda mission is: To preserve, promote and develop the Seattle Chinatown International District as a vibrant community and unique ethnic neighborhood. The SCIDpda is a unique community preservation and development organization with its multi-ethnic base and collaborative relationships.

Reports To: The SCIDpda Council, comprised of twelve (12) community volunteers from professions relevant to the PDA’s mission.

General Nature & Scope of the Position: The Executive Director is responsible for the overall direction, day-to-day operations and financial success of SCIDpda. This includes managing over 80 employees, nearly 500 low-income units, over 200,000 square feet of retail/commercial space in nine buildings, and a senior services program (assisted living and adult day services). SCIDpda’s annual operating budget is \$7.8 million. The Executive Director is a community leader, finding opportunities through real estate development and programs to enhance a key, historic Seattle neighborhood.

Duties & Responsibilities:

1. Leadership:

- Provides leadership and vision for SCIDpda’s pro-active, long term strategic planning.
- Ensures organizational capacity to carry out the vision, mission and core values of the PDA.
- Leads and motivates the entire staff.
- Provides leadership in the management of government relations.

2. Administration:

- Supervises the staff Leadership Team, through hiring, coaching, support, training and evaluation:
 - Chief Financial Officer
 - Chief Operating Officer
 - Director of Fund Development
 - Director of Housing and Facilities
 - Director of Real Estate Development

- Director of Senior Services
- Human Resources Manager
- Directs organization and program implementation, including annual work plans.
- Manages all program operations per directives from the Council.
- Provides management and oversight of special projects undertaken by the SCIDpda as directed by the Council, including interagency coordination, staff allocation, program development and long-term planning.
- Oversees operational audits.

3. Real Estate Development:

- Represents the SCIDpda to lenders, grant makers, service providers, sellers, and the development community.
- Oversees SCIDpda-sponsored commercial, residential and historical development projects, including feasibility studies, obtaining site control and/or development authority, preparing development and operating proformas, structuring and managing project subsidies and financing.
- Directs project staff and oversees project completion, including identifying trends and issues that may impact project development.
- Oversees refinancing or sale of existing projects and securing Council approvals.

4. Fund Development:

- Oversees the development of a fundraising plan to ensure adequate revenues for the SCIDpda from private and public sources.
- Cultivates major donors and funder relationships, and makes major asks.
- Oversees all fundraising activities, including grant/financial applications as needed.
- Participates in procuring event sponsorships,
- Ensures reporting to all fund sources on the activities of the SCIDpda and expenditures of funds.
- Ensures compliance with all funding source restrictions and requirements

5. Fiscal Management:

- Ensures the organization, all programs and properties are operated in a fiscally sound manner.
- Reviews and ensures expenditures are consistent with adopted budgets.

- Directs annual budget process.
- Ensures compliance with regulations and contract requirements.
- Responsible for maintenance of a sound internal control system.

6. Council:

- Meets regularly with the Council to develop and receive feedback on policies.
- Ensures productive, full Council interaction by communicating issues to the Council Chair and Executive Committee.
- Prepares accurate and timely recommendations and communication to keep the Council updated on organizational efforts, decisions, policies and projects.
- Works with the Council Chair to develop the agenda and content for all Council meetings and annual work plan.
- Manages council development & recruitment.

7. Other responsibilities and duties as needed.

Qualifications:

Candidates are required to demonstrate that they possess the following experience, skills, and knowledge. Equally important are considerations of work style and temperament while leading in all areas:

1. At least 5 years experience in leading and managing a large and complex non-profit organization and/or business operation.
2. Ability to build relationships internally and externally to promote the SCIDpda's mission.
3. Proven excellent leadership, management and interpersonal skills to motivate external stakeholders, the Council, all levels of management staff, and volunteers (minimum 5 years experience).
4. At least 5 years experience in community development (including housing and commercial real estate development), property management, or social services.
5. Proven skills in negotiating with financial institutions and funding sources.
6. Proven 5 years experience and ability to work effectively with public (local, state and federal) agencies and officials.
7. Proven experience in representing an organization to the media and public, including public speaking.
8. Proven strategic plan and program development (minimum 5 years experience).

9. Background in managing complex information. Strong analytical skills applied to business and fiscal data, and problem solving.
10. Bachelor of Arts or Science degree in public or business administration, social work, or related field.
11. Ability to exercise sound judgment and decisive decision making.
12. High level of personal and professional ethics.
13. Excellent written, oral communication and listening skills
14. Ability to delegate tasks.
15. Strong computer skills with Microsoft Office Suite (Word, Excel, PowerPoint).
16. Understanding of applicable web-based applications and software. Ability to apply new technologies as they develop.
17. Ability to lift up to 25 lbs.

Preferred Qualifications: Candidates may possess or demonstrate the following skill sets, ability, experience or knowledge listed below to enhance their performance in the position, but they are not required:

1. Advanced degree or course work in non-profit administration or operations management.
2. Seven to ten years progressively responsible management experience with responsibility for supervising staff and daily operations in a non-profit setting.
3. Proven 5 years experience and ability in working effectively with communities of color.
4. Conversational fluency in another/other language(s).

Seattle Chinatown International District Preservation and Development Authority (SCIDpda) is an Equal Opportunity Employer