

Rutland Redevelopment Authority

Job description: Executive Director

The Rutland Redevelopment Authority (RRA) is seeking a qualified candidate to fill the position of Executive Director of the organization.

Interested candidates may send a cover letter of interest and resume outlining experience to adminrra@rutlandvtbusiness.com.

Job Title: Executive Director

Reports to: Rutland Redevelopment Authority Board of Commissioners

FLSA Status: Exempt Hours per week: 40+

Compensation: \$90,000-\$100,000/yr + excellent benefits

Location: In-Person, City Hall, 1 Strongs Ave, Rutland, Vermont

Last Updated: April 7, 2023

Summary:

The Executive Director cultivates new economic development projects and programs, manages all ongoing RRA projects, engages with an extensive network of partners and stakeholders, and oversees daily RRA operations, including compliance with state and federal laws and contracts. The Executive Director executes the work as defined in the agreement of services with the City of Rutland and works collaboratively with the Grants Manager whose responsibilities include grant writing and administration for the City. The Executive Director serves as public face of the Rutland Redevelopment Authority and represents the RRA and City of Rutland on all economic development issues in the community.

Responsibilities:

- **CULTIVATION OF CITY ECONOMIC DEVELOPMENT RESOURCES**
 - Proactively create and foster relationships with employers and developers
 - Work with employers and developers to identify needs and collaborate on solutions to satisfy needs
 - Enact, and continuously improve on, current and future strategic plans
 - Create annual redevelopment plans
 - Perform or acquire fiscal analysis of potential development projects and create and execute thorough funding strategies to ensure successful completion of the project
- **COMMUNICATION**
 - Foster mutually productive and collaborative relationships with city, regional, and statewide community and economic development organizations
 - Foster mutually productive and collaborative relationships with city leaders, including the Mayor, their administration, and members of the Board of Aldermen
 - Act as the City of Rutland's consistent point of contact for stakeholders and members of the public regarding potential and ongoing economic and community development projects or needs
 - Ensure website and other modes of communication present accurate and relevant information to their target audiences
 - Actively share and market the City of Rutland's economic development programs and resources available to help spur new development

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- Collect, analyze, evaluate, and present data to partners and stakeholders concerning important trends and developments in community and economic development

- **PROJECT MANAGEMENT**
 - Lead efforts to create a Tax Increment Financing district in the city; once approved, oversee administration of the TIF district.
 - Lead collaborative ad-hoc housing group and lead implementation of priority projects, including the creation of a Housing Trust Fund
 - Lead efforts to remedy vacant and/or blighted residential and commercial properties

- **OPERATIONS**
 - Manage day-to-day operations of the RRA office, including payroll and administrative functions
 - Create annual RRA budget, including proposing the tax rate for the Special Benefits District

Requirements:

- Masters in relevant field preferred, or bachelor degree with 5 years of equivalent experience in public administration, planning, or economic development
- Successful community and economic development project management skills
- In-depth knowledge of federal and state economic development programs
- Effective public speaking, writing and media communication skills
- Strong organizational, interpersonal, and leadership skills
- Strong negotiation skills and the ability to influence others
- Experience with land use issues and development laws
- Experience working in a board-managed structure
- Ability to work flexible hours, including nights and/or weekends
- Ability to manage multiple projects with competing priorities in a timely manner

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.

While performing the duties of this job, the employee is regularly required to use hands to operate a computer. The employee is frequently required to sit. The employee is occasionally required to stand or walk. Specific vision abilities required by this job include close vision for computer work.

This job also will require the employee to be out interacting and engaging with the general public during and after business hours.

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Work Environment:

This position summary is intended to describe the general nature and level of work being performed by people in this job. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required. Individuals within this job description may perform other duties as assigned. The Rutland Redevelopment Authority will review requests for a reasonable accommodation of bona fide occupational qualifications or job duties under the Americans with Disabilities Act.