Development and Redevelopment Manager

Status: Part-time, short-term employee
Pay Range: $50.00 - $100.00 / hour
Benefits: Position will not qualify for health benefits

The Tulsa Development Authority (TDA) is seeking a part-time, short-term employee to serve as a Development and Redevelopment Manager responsible for managing and overseeing active projects, facilitating continued progress on key TDA projects, and coordinating with current TDA staff and City of Tulsa economic and community development staff. The position will support TDA’s efforts for approximately six (6) months while TDA participates in a comprehensive strategic planning process led by HR&A in coordination with the City of Tulsa Mayor’s Office of Economic Development, Mayor’s Office of Community Development and Policy, Economic Development Commission, Tulsa Development Authority, Tulsa Industrial Authority, Tulsa Parking Authority, and the Tulsa Public Facilities Authority. Following completion of these strategic planning efforts, it is expected that the Tulsa Development Authority Board of Commissioners will develop a permanent staffing plan to support ongoing development and redevelopment efforts.

Reporting Structure: The position will report directly to the Chair of the Tulsa Development Authority. Additionally, the position should expect a high level of coordination with the City of Tulsa’s Chief of Economic Development, the Director of Economic Development, and the Chief of Community Development and Policy. The position should expect to participate in at least one weekly coordination meeting with the Chair and aforementioned City of Tulsa staff, as well as one weekly staff meeting with Tulsa Development Authority staff.

Essential Tasks:

- **Support full-time staff in developing and implementing weekly work plans to ensure forward progress on key tasks and projects and proper preparation for monthly board meetings.**
  - Host and participate in a weekly staff meeting with TDA Chair and TDA staff.
  - Drive implementation of project management systems, tools and staff training.
  - Develop weekly work plans according to the current strategic and operational plans in place and utilizing the systems developed and implemented.

- **Oversee TDA’s support of active development and redevelopment projects**, to include redevelopment of the former Laura Dester site (8th and Quincy), development of The Village Flats Phase II site (6th and Peoria), development at One Place (4th and Denver), and redevelopment of the former Morton Hospital (Pine and Greenwood), as well as other projects which may arise over the next six (6) months.
  - Identify key project stakeholders and initiate contact to understand project scope.
  - Identify the current status of each redevelopment project and establish a project schedule.
- Monitor and manage projects through project phases, to include identification of needed approvals from the Board or City.
- Prepare documentation and facilitate consideration of project actions by the Board or City.

- **Participate in the master planning effort** for the Kirkpatrick Heights - Greenwood neighborhood.
  - Review RFP for project.
  - Review proposal and contract for winning firm to understand proposed scope of work and process for execution of project.
  - Establish regular meeting schedule with MOCDP to ensure ongoing and effective engagement in execution of the project.

- **Lead coordination of planned residential development efforts** in coordination with key partners such as the Mayor’s Office of Community Development and Policy, Tulsa Housing Authority, Working In Neighborhoods, and others.

- **Lead TDA’s TIF-related efforts** in coordination with the Mayor’s Office of Economic Development.
  - In coordination with TIF Special Counsel, finalize documents related to the proposed Al Fresco TIF.
  - In coordination with TIF Special Counsel, establish schedule for moving forward with review and approval of the proposed Al Fresco TIF.
  - In coordination with the Mayor’s Office of Economic Development, schedule all necessary public meetings, create all required public documents, and generally lead efforts related to the legal process for implementation of a TIF.

**Qualifications and Experience:**

**Training and Experience:** Graduation from an accredited college or university with a bachelor’s degree in finance, planning, political science, economics, business/public administration or a related field or law degree; and five (5) years of progressively responsible experience in finance, construction or real estate development, economic development, land use planning in the public or related activities in the private sector.

**Knowledge, Abilities, and Skills:** Considerable knowledge of the principles, practices, issues, programs and resources for economic development, business assistance and procedures for fund acquisition; comprehensive knowledge of industrial and commercial recruitment/retention methods, real estate, land use planning/development processes, finance alternatives, economic incentive methods and research/analysis and statistics applicable to economic analysis; comprehensive knowledge of financing techniques and procedures relating to real estate, business/industrial development and land financing; and good knowledge of program planning, monitoring and evaluation principles, practices and techniques. Ability to plan and coordinate complex programs with local community and government organizations, meeting established
parameters; ability to facilitate priorities and program objectives, providing technical support on economic development issues; ability to communicate effectively, both verbally and in writing, maintaining effective working relationships with individuals, businesses, general public and internal/external agencies; ability to independently research/analyze data/information and exercise judgment in resolving significant issues, negotiating agreements and contracts effectively and efficiently within time constraints; 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. Applicants must possess skill in the use of computers and related software applications.

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 10 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 and business sites.