



**NORTHEAST PUBLIC DEVELOPMENT AUTHORITY (NEPDA)  
EXECUTIVE DIRECTOR JOB DESCRIPTION  
SPOKANE, WA**

**GENERAL SUMMARY:**

Responsible for establishing policy, goals, and mission of the NEPDA and directing all activities to include Economic Development, Administration, Communications, Engineering and Construction, Planning, Finance, and Government Relations. The Executive Director is the key management leader of the NEPDA. The Executive Director reports directly to the NEPDA Board and is also responsible for overseeing the programs, and strategic plan of the organization. Primary duties include job creation, business recruitment, grant writing and applications, marketing, sustainable budgeting and community and business outreach.

Ongoing expectations also include the ability to maintain positive relationships with key stakeholders while increasing general business prosperity in the NEPDA. Performance metrics will include: increasing the tax base, fostering new employment, spurring economic development, and providing needed ancillary services (infrastructure, housing, industrial, manufacturing and artisan space, retail and dining, job training initiatives, and new public and green spaces) within the boundaries of the NEPDA.

**GENERAL RESPONSIBILITIES:**

1. Collaborate with the board to fulfill the organizational mission.
  - Responsible for leading NEPDA in a manner that supports and guides the organization's mission as defined by the NEPDA Board of Directors
  - Report to and work closely with the NEPDA Board of Directors on policy decisions, identifying key performance metrics, grant applications, lobbying and increased overall visibility of the organization.
  - Responsible for communicating effectively with the NEPDA Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
  - Schedules and prepares the NEPDA Board Meetings, board agendas, notifications and necessary documents.
2. Financial Performance and Viability
  - Develops resources sufficient to ensure the financial health of the organization.
  - Responsible for grant applications and developing other revenues necessary to support NEPDA's mission.
  - Responsible for the fiscal integrity of NEPDA, including submission to the Board of a proposed annual budget and monthly financial statements.
  - Manages all financial activities of the PDA to include requesting quotations, paying

- monthly bills, reconcile credit cards and bank statements/charges. Works closely with outside professionals, including NEPDA accounting firm, to prepare monthly financial statements, and meet all Department of Revenue reporting and audit requirements.
- Responsible for compliance with all City, County and MRSC regulations, requirements and standards.
3. Implements the Organization Mission by Developing Strategic Programs
- Develop strategic planning to ensure that NEPDA can successfully fulfill its mission into the future. Identify steps necessary to achieve our mission and action plans to achieve set goals.
  - Oversee marketing and other communications efforts, including branding, website, social media, targeted outbound email campaigns, and utilization of other marketing channels to increase business awareness and recruitment, both inside and outside the region.
  - Enhance brand awareness of a “Spokane Makers District” in the NEPDA, through media channels and activities to share stories about existing makers, and to recruit new maker-builders of all types, including small manufacturers, artisans, craftspeople, contractors and suppliers.
  - Prepares and disseminates information through correspondence, newsletters, directories, and Web sites monthly or more frequently when required.
  - Enhance the NEPDA’s image by actively participating in the community and working closely with area economic development partners, business development organizations and other professional, civic and private organizations.
  - Establish and maintain relationships with various northeast stakeholder organizations and utilize those relationships to strategically enhance NEPDA’s mission.
4. Organization Operations and Administration
- Oversees and implements resources to ensure that the operations of the organization are appropriate and effective.
  - Responsible for implementation of NEPDA’s programs and services that carry out the organization’s mission.
  - Responsible for the hiring and retention of competent, qualified professional service providers.
  - Responsible for effective administration of NEPDA’s day to day operations.
  - Establishes employment and administrative policies and procedures for all functions and for the day-to-day operation of the organization.
  - Subject to board approval, responsible for signing all agreements, and other instruments made and entered into and on behalf of the organization.
  - Responsible for working closely with NEPDA general counsel on all legal matters
  - Manage board agenda and meetings, meeting minutes, and posting to City website monthly

**MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Bachelor’s degree in Business Administration, Public Administration, Planning, or related field; or equivalent work experience.

- Detailed knowledge of transportation, including grant funding, regulations and policies.
- Four (4) or more years economic development experience focused on job creation, new business recruitment and growing existing businesses.
- Transparent and high level of integrity and leadership.
- Experience working with a diverse Board of Directors.
- Experience with a municipal body, such as a Port District, City or County
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the community, board, City and County elected officials and staff, and area stakeholders.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting. Ability to effectively communicate with board members, City and County staff and elected officials, and the overall community.
- Knowledge of business incentives within Washington State.
- Knowledge of construction practices, contracting, bidding and procurement requirements, and construction management oversight
- Demonstrated knowledge of constructing operating lease agreements and other complex capital financing transactions
- Grant application experience, including grants for planning and construction, from both State and Federal agencies. Reasonable understanding of grant funding opportunities for infrastructure.
- Proven history of successfully generating new revenue streams and improving financial results.
- Demonstrated ability to oversee and collaborate with a diverse community of businesses and neighborhood stakeholders. Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Extremely high level of analytical skill to find solutions to difficult and highly complex interpersonal, legal, financial, technical, administrative, and unchartered problems.
- Exceptional interpersonal skill to effectively and sensitively communicate with Board of Directors, government entities, media, a culturally diverse community, and others both internally and externally of the NEPDA.
- Ability to demonstrate a fiduciary obligation to NEPDA and to the public and community stakeholders.
- Strong written and oral communication skills.
- Fervent work ethic with a high degree of energy. An entrepreneurial mindset.
- Self-starter, with little need for day-to-day supervision.
- Empathy toward a diverse and disadvantaged community, which has suffered from historical underinvestment

These statements are not intended to be an exhaustive list of all responsibilities, duties, and skills required. The Executive Director will need to perform other duties as assigned or needed.