

SPORTS & EXHIBITION AUTHORITY OF PITTSBURGH AND ALLEGHENY COUNTY

JOB TITLE: Director of Economic Development

Summary: The Director of Economic Development (“Director”) is responsible for project management & administration, facilities management and other project-related tasks as assigned.

DUTIES AND RESPONSIBILITIES: Main areas of responsibilities include but are not limited to the following: Coordinate and oversee development projects for Authority including agreements, agency coordination, permitting, community meetings, design review, construction oversight; manage parking lease/managements agreements, and various functions; collect/analyze economic impact with respect to all facilities, solicitation/writing/managing grants; manage development; represent Authority in stakeholder meetings; manage retail spaces; prepare annual reports; manage and track diversity; manage 3rd party consultants; review and update website data ; assist with SEA, Stadium Authority and Sports Commission Board meetings preparation.

QUALIFICATIONS: This position requires a Master’s degree and 5 years full-time work experience in local government, facilities or construction management, community development or related fields. Director must demonstrate excellent computer and writing skills. Director must demonstrate ability to manage multiple tasks, meet deadlines and timeframes and be flexible with different types of assignments. Director must have a strong work ethic and be willing to accept any assignment from the Executive staff.

**MUST BE A RESIDENT OF ALLEGHENY COUNTY AND MUST BE FULLY
VACCINATED PRIOR TO EMPLOYMENT**

Cover letter including salary history, resume, and writing samples to be directed to rcasciato@pgh-sea.com or send via first class mail to Sports & Exhibition Authority, 171 Tenth Street, 2nd Floor, Pittsburgh, PA 15222.