

## **SPORTS & EXHIBITION AUTHORITY OF PITTSBURGH AND ALLEGHENY COUNTY**

**JOB TITLE:** Economic Development and Diversity Manager

The Economic Development and Diversity Manager (“Manager”) 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 the SEA including writing/managing agreements, agency coordination, permitting, community meetings, design review, construction oversight and related tasks.
- Manage parking leases and managements agreements, and other data including capacity tracking, parking rates, and parking studies.
- Collect, and analyze economic impact with respect to all facilities.
- Oversee all fundraising efforts for Authority projects including solicitation of grants and writing of grant applications. Manage requirements of existing grants and fundraising agreements.
- Coordinate and/or represent Authority in stakeholder meetings including parking & traffic management, special events, future signage district, construction impacts, bus rapid transit, and other development areas as needed.
- Analyze and vet prospects for retail. Manage existing retail tenant agreements at Authority facilities.
- Primary responsibility for the preparation of the annual report to the SEA Board.
- Review and track Minority/Women Business Enterprises (MBE/WBE) information for Authority projects, track other governmental approvals, and represent Authority at MBE-WBE meetings as needed.
- Primary contact with MBE/WBE companies to maximize participation with prime and subcontracting on all construction and professional service contracts. Oversee efforts to assist contractors in providing employment opportunities for minorities and women.
- Additional duties as assigned.

**QUALIFICATIONS:** Master’s degree and 10 years full-time work experience in local government, facilities or construction management, community development or related fields. Manager must demonstrate excellent computer and writing skills. Manager must demonstrate ability to manage multiple tasks, meet deadlines and timeframes and be flexible with different types of assignments. Manager must have a strong work ethic and be willing to accept any assignment from the Executive staff.

**OTHER: MUST BE A RESIDENT OF ALLEGHENY COUNTY AND MUST BE FULLY VACCINATED**