

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

**JOB TITLE:** Economic Development Manager

**The Sports & Exhibition Authority of Pittsburgh and Allegheny County (SEA) develops first class sports, entertainment, recreational, and convention venues to benefit Pittsburgh's economy and improve quality of life.**

**DATE UPDATED:** 3/28/25      **DESCRIPTION NUMBER:** 22-10, 71088v3

**REPORTING STRUCTURE:** The Manager reports directly to the Project Executive and takes assignments from Executive Director and Chief Financial Officer (CFO).

**EXEMPTION STATUS:** Exempt

**GENERAL:** The Economic Development Manager ("Manager") is responsible for real estate development, business planning, grant management, project management & administration, and other tasks as assigned.

**DUTIES AND RESPONSIBILITIES:** Main areas of responsibilities include but are not limited to the following:

- Coordinate and oversee development projects for North Shore Option Area and Lower Hill Option Area, including agreements, agency coordination, permitting, community meetings, design review, construction oversight and related tasks.
- Manage parking lease and managements agreements, and other data including capacity tracking, parking rates, parking studies, and coordination with LRT station.
- Collect, and analyze economic impact with respect to all facilities, including Acrisure Stadium, PNC Park, PPG Paints Arena, Convention Center, North Shore Garage (NSG) and West General Robinson Street Garage (WGRSG), Gold 1 Garage, North Shore Riverfront Park, North Shore Option Area and Lower Hill Option Area.
- Oversee all fundraising efforts for Authority projects including solicitation of grants and writing of grant applications. Manage requirements of existing grants and fundraising agreements.
- Oversee related public and private development projects on North Shore, including memorials/artwork at North Shore Riverfront Park projects, Carnegie Science Center and Rivers Casino. Similarly, oversee related development projects related to Convention Center and the Lower Hill.
- Coordinate and/or represent Authority in stakeholder meetings with respect to Lower Hill, North Shore and Downtown including parking & traffic management, special events, future signage district, construction impacts, bus rapid transit, and other development areas as needed.
- Work with broker and prospects for retail spaces at NSG, WGRSG, and Convention Center. Manage existing retail tenant agreements at Authority facilities.

- Primary responsibility for the preparation of the annual report to the SEA Board for the Convention Center and the Authority's Economic Impact Report.
- Manage third party consultants hired on various projects.
- Review and update website data as needed.
- Lead/ Assist / Support other Development Team and SEA staff.
- Assist with SEA, Stadium Authority and Sports Commission Board meetings preparation.
- Additional duties as assigned.

**QUALIFICATIONS:** This position requires a master's degree and 5 years full-time work experience in real estate development, business/financial planning, local government, 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.

**PHYSICAL DEMANDS:**

- Focusing on and operating a personal computer for most of the day.
- Walking required to oversee Authority development projects and retail properties.

**SKILLS AND ABILITIES:** Manager must possess exceptional leadership, organizational, writing, research and organizational skills. The Manager must be professional when interacting with Executive staff, Board Members, and the general public. Manager must demonstrate ability to negotiate with contractors, vendors, professional service firms, and with assistance of the staff attorney, develop necessary documentation; research and analyze various market data; create and deliver reports and/or presentations to Executive staff and/or stakeholder groups, and delegate assignments to staff, oversee that work and follow-up to conclusion. Technical skills required include financial analysis, advanced computer skills, navigating the internet, and knowledge of standard software applications such as Microsoft Office.

**OTHER: MUST BE A RESIDENT OF ALLEGHENY COUNTY**

**WORKING ENVIRONMENT/CONDITIONS:**

- This position is 100% in office.
- M- F, 8:00 am to 5:00 pm
- 40 hours per week

**SALARY: Negotiable**