



UPTOWN CONSORTIUM, INC.
President & CEO
Job Description

The Uptown Consortium is seeking an executive with a track record of positive career accomplishments, extensive professional knowledge in real estate development, community development finance; and management, administration and operations; an individual who is customer service-oriented, and can instill confidence and credibility in the organization while developing strong and positive relationships with member organizations, the development community, city officials, and community residents.

Knowledge & Skills

- General knowledge of budgeting, financial management, accounting and auditing practices and procedures, program planning and evaluation, loan origination and servicing, and private/public sector financing and government incentive strategies.
- Knowledge of the principles and practices of urban planning and community development, including safety, way-finding, transportation and social/economic development.
- Experience in all aspects of creating, negotiating and finalizing development deals applying for and utilizing New Market Tax Credits and other public/private financing.
- Ability to analyze administrative and operational problems and make appropriate recommendations.
- Excellent quantitative and analytical skills.
- Demonstrated ability to interface effectively with multiple levels of management, from senior corporate executives to local stakeholders and community officials and neighborhood groups.
- Demonstrated leadership in leading a collaborative strategic planning process that balances the needs of the community, interests of members within resource availability.
- Extensive knowledge and experience working with boards.

Management Style, Abilities and Personal Traits

- A team player with the ability to plan, organize and direct the work of a professional staff.
- Ability to make clear, concise and well organized oral and written presentations including the ability to author and deliver easily understood presentations of complex information.

- Ability to gather, organize, examine and evaluate data and/or information and to recommend action on that analysis.
- Ability to work effectively in a position of high visibility and stress.
- Ability to establish and maintain effective working relationships with the business community, neighborhood leaders and stakeholders, elected and appointed officials, as well as staff and member representatives.
- Politically astute but apolitical.
- Strategically focused and results oriented management style.
- Collaborative style for interactions with community representatives and stakeholders, citizen groups, other governmental officials, government agencies, chamber of commerce, economic development organizations and the private sector.
- Embody high standards of professional ethics and integrity.

General Job Requirements:

Candidate must be a highly skilled professional with demonstrated records of success and proven accomplishments achieved in diverse urban and complex organizations.

- Bachelor's Degree required. Graduate degree preferred.
- Minimum of 10 years of community and economic development, finance, and/or real estate development experience is required.