

STL PARTNERSHIP

Director of Major Projects

Work to Improve and Increase Economic Opportunities in the St. Louis Region

The St. Louis Economic Development Partnership (STL Partnership) is a Missouri non-profit corporation organized for the purposes of advancing the social welfare, health, and economic interests of the St. Louis region and its residents. In furtherance of its organizational purposes, STL Partnership provides governmental economic development services to both St. Louis County and the City of St. Louis.

STL Partnership aligns regional efforts in business development, business finance, entrepreneurial support, and international trade services and provides a broad range of services to boost innovation and entrepreneurship, support business retention and expansion, enhance the region's global relevance, and revitalize communities. STL Partnership is a key facilitator of initiatives to encourage equitable economic prosperity and resiliency in the St. Louis region.

Position Description

Under the supervision of and reporting to the Vice President of Strategic Initiatives and the Vice President of Marketing and Communications, Government Relations, and Community Investment, the Director of Major Projects is responsible for overseeing the operations of STL Partnership's Major Projects. Demonstrates the ability to identify and recommend strategic redevelopment activities in St. Louis County through the various focus areas of STL Partnership. With assistance from STL Partnership leadership, directs complex commercial construction projects and oversees external consultants. In collaboration with STL Partnership's Community Investment division, works with government, business, and community leaders to identify problems and develop solutions for community redevelopment. Partners with various outside entities and internal staff to monitor and report on progress involving major projects. Recommends solutions for community development and real estate challenges facing STL Partnership. Coordinates with other STL Partnership divisions and regional and local organizations. Responsibilities include (but are not limited to): strategic planning, redevelopment, project management, major project's grant oversight, managing budgets and timelines for major projects, and program management.

Job Duties

- Recommends direction for redevelopment activities and technical assistance to county municipalities and other agencies; oversees property acquisition through negotiation; provides overall guidance for construction activity, including developing programming requirements, plans and specifications; and supervises the requests for proposals, bidding process and awarding of contracts related to job duties.
- Under the guidance of the STL Partnership leadership, oversees the design, procurement, construction, and execution of complex commercial, and infrastructure projects including all project participants (consultants, architects, engineers, contractors, and subcontractors) from implementation to completion.

- Assists in the administration of STL Partnership's major projects activities, including deal sourcing, financing, analysis, documentation, and portfolio and project management.
- Drives capital and infrastructure improvements to pre-existing, multi-storied buildings requiring retrofitting during the renovation process.
- Administers a portfolio of existing major projects and oversees STL Partnership's major projects.
- Functions as the Major Projects representative for STL Partnership and all affiliated entities.
- Suggest strategies to manage division to achieve goals within available resources.
- Researches or conducts Major Projects due diligence, such as: feasibility studies, land use studies, market analysis, environmental assessments, zoning and land use, site planning, and permitting.
- Works with STL Partnership's Community Investment division to develop a redevelopment strategy for North St. Louis County.
- Provides insight and direction to leadership in the development of short-and long-range departmental plans.
- Gathers, interprets, and prepares data for studies, reports, and recommendations.
- Collaborates with internal and external parties as appropriate.
- Liaises with community-based and economic development organizations; attends meetings and serves on committees as needed; and maintains relationships with federal, state, and local governmental entities.
- Coordinates with STL Partnership's Grants Committee to identify federal, state, and local grant opportunities
- Manage Major Project grants including: budget, timelines, and reporting obligations.
- Performs various other duties and functions as assigned.

Professional Qualifications

Education

Bachelor's degree required from an accredited institution in business, real estate, public administration/policy, planning, economic development, community development, or a related field. Master's degree, professional certifications, or advanced training a plus.

Experience and Skills

- 7+ years of progressively more responsible related work experience or other equivalent combination of education and experience.
- Excellent client-facing and peer-to-peer communication skills.
- Excellent written and verbal communications skills.
- Quantitative and analytical skills, particularly as applied in real estate and economic development settings.
- Strong organizational skills, including attention to detail and multi-tasking.
- Personal discretion and ethical comportment.
- Experience working and interacting in the commercial real estate community, and with elected officials, community and municipal leaders, and other key stakeholders in real estate redevelopment.
- Skilled in working with a diverse range of people from a variety of socio-economic levels and building consensus around a common set of goals and outcomes.
- Experience working in complex environments and managing multiple projects simultaneously.

- Proven experience in reviewing development plans, as well as, managing, and executing real estate development projects.
- Experience in managing third-party vendors on construction or maintenance tasks.
- General knowledge of real estate, planning, and other related activities.
- Experience collaborating with multiple stakeholders in program/project management.
- Experience analyzing data
- Demonstrated ability to generate creative solutions.

Personal Qualities

1. Demonstrated commitment to public service and STL Partnership's mission.
2. Self-motivated and able and willing to manage an aggressive schedule to meet job demands.
3. A team player who inspires collaboration and is well-organized.
4. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Interpersonal Characteristics

A strong passion for equitable economic development, helping businesses, creating employment, and positively changing communities. Strong written and verbal communication skills are expected. The selected candidate should be a strong team and relationship builder and self-motivated. It is expected that the selected candidate will recognize and respect diversity and work effectively with people of all backgrounds and cultures and will have a desire to make a positive difference within the community. It is expected that the selected candidate will maintain a professional work environment and will treat others with respect and dignity in executing all job functions.

Working Conditions

The job duties described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. STL Partnership currently offers a hybrid remote/in-office work environment.

Compensation and Terms

Commensurate with experience, STL Partnership offers a competitive base salary and a culture that fosters and supports creativity and innovation. STL Partnership offers a generous benefits package that includes paid time off and holidays; medical, dental, vision, life, and disability insurance; and retirement plan options. This is a full-time, exempt position under the Fair Labor Standards Act.

Interested and qualified applicants should submit their resume to <https://stlpartnership.aaimtrack.com>. Applicants are also encouraged to visit STL Partnership's website to learn more about the organization and opportunity: www.stlpartnership.com and <https://stlpartnership.com/careers/>.

The St. Louis Economic Development Partnership is an equal opportunity employer. STL Partnership considers applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Accredited Economic Development Organization



The St. Louis Economic Development Partnership is proud to have earned the distinguished title, Accredited Economic Development Organization (AEDO) from the International Economic Development Council (IEDC). The accreditation signifies the professional excellence of economic development entities throughout North America.