

## POSITION DESCRIPTION

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**JOB TITLE: SR VP, COMMUNITY DEVELOPMENT**  
**DEPARTMENT: Community Development**  
**REPORTS TO: Executive Director**  
**FLSA STATUS: Exempt**  
**SALARY RANGE: \$95,000 - \$125,000**

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### **PURPOSE / SUMMARY**

The SVP, Community Development serves as a member of the senior leadership team for the Tulsa Authority for Economic Opportunity, leading a team of staff dedicated to increasing shared prosperity and racial equity in Tulsa. This includes bringing together policy, strategy, and innovative tools to create and deliver diverse housing, development, and revitalization opportunities in the city of Tulsa; developing and leading engagement and outreach efforts to ensure equitable development; and developing and managing innovative programs to build community and local developer capacity.

### **ESSENTIAL JOB FUNCTIONS**

- Develops and leads strategies, policies, and processes to ensure successful outreach and engagement with Tulsa residents, businesses, and stakeholders as a part of Authority-led or Authority-involved, planning, programming, development and redevelopment efforts.
- Develops and maintains strong relationships across neighborhood, developer, community, and business groups, ensuring increased and ongoing engagement with historically disadvantaged Tulsans.
- In coordination with Tulsa Planning Office and TAEO Development Finance staff, coalesces community input, existing plans, and knowledge of development economics and feasibility to guide Authority-involved development and redevelopment efforts.
- Leads policy and programmatic efforts focused on eliminating racial disparities, developing innovative solutions responsive to the legal environment established by State Question 759.
- Leads the implementation of innovative programs to support equitable development and redevelopment priorities, such as the City of Tulsa's Affordable Housing Trust Fund.
- Identifies and develops new programs critical to implementing development strategies, researching national and global best practices and innovative efforts, with a focus on programs and strategies to resolve racial disparities and revitalize historically disadvantaged neighborhoods while maintaining affordability and preventing displacement.
- Identifies and develops comprehensive funding strategies for program innovation, leveraging private, and philanthropic funding, as well as local, state, and federal funding.
- Develops and executes programming meant to build knowledge, expertise, and engagement among Tulsa residents, with a focus on building capacity in the basic principles of economic and community development; construction, development and redevelopment; and development finance.
- Develops and executes programming and communication efforts to inform customers and stakeholders of the work of the Authority, and how this work impacts, benefits, and is informed by the feedback of customers and stakeholders.

- Be present and ready for work during regular office hours. Work may occasionally be required after regular office hours for outreach or training events.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

**EDUCATION, TRAINING, AND EXPERIENCE REQUIRED**  
**SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED**

- Graduation from an accredited college or university with a bachelor's or master's degree in a field relevant to the essential tasks of this job description.
- Minimum of seven (7) years of progressively responsible experience in planning, economic and/or community development, business or public administration, communications, community engagement, or related field; or an equivalent combination of training and experience.
- Possession of a valid Oklahoma Class "D" Operator's License

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Comprehensive knowledge of the principles, practices, issues, programs and resources for community and economic development
- Comprehensive knowledge of the principles, practices, issues, programs and resources for urban renewal efforts, the legal requirements related thereto, and best practices in the implementation of modern, equitable urban renewal strategies
- Comprehensive knowledge of the history of and public policy solutions to racial inequities; comprehensive knowledge of principles and practices related to community outreach and engagement
- Strong ability to quickly and effectively prioritize and reprioritize work based upon shifting demands; ability to plan and coordinate complex programs with local community and government organizations and community stakeholders, meeting established parameters
- Ability to communicate effectively, both verbally and in writing, maintaining effective working relationships with individuals, businesses, general public, and internal/external agencies
- Ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

**PHYSICAL/MENTAL REQUIREMENTS**

- Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone
- Occasional lifting and carrying up to 10 pounds
- May be subject to walking, standing, and sitting; and vision, speech and hearing sufficient to perform the essential tasks.

**WORKING ENVIRONMENT**

- Working environment is primarily indoors in an office setting; may require working evenings and weekends and traveling to attend meetings and visit development/business sites.