

The City of Erie CRIZ Authority is seeking qualified candidates for the position of Executive Director. The Executive Director will lead the CRIZ Authority's administrative functions and will be responsible and accountable for all aspects of the Authority's operations. The Executive Director will report directly to the Board of the Authority. As the first Executive Director of the Authority, the successful candidate will also be responsible for establishing the Authority's initial administrative policies, procedures, and protocols. The Authority will initially have limited staff, so the successful candidate must have the energy and initiative to perform all tasks necessary to run the Authority until additional staff are hired.

### **About the CRIZ Authority**

The CRIZ Authority was formed in late 2024 as a Pennsylvania municipality authority for the purpose of applying for and, if approved, administering a City Revitalization and Improvement Zone of up to 130 acres within the City of Erie. The Authority's application was approved by the Commonwealth in December 2024, establishing the initial zone. Under the Act, certain tax revenues will flow to the Authority each year which must be spent on eligible economic development projects within the zone. The CRIZ will promote job creation and enhance the local tax base via support for transformative development projects that will foster long-term prosperity in the Erie community. The Authority will be responsible for administering the zone in compliance with state law, as well as reviewing projects on a local level before proposing them to the Commonwealth for approval.

## **II. Qualifications:**

### **A. Education & Experience:**

- Bachelor's degree (any field); an MBA or related professional degree is preferred.
- Minimum of 5 years of leadership or management experience in organizational management, finance, real estate development, or economic development.
- Demonstrated ability or willingness to establish and manage an early-stage organization is strongly required.

### **B. Skills & Competencies:**

- Proven experience in developing and implementing operational processes and procedures.
- Strong leadership skills, including the ability to work independently, prioritize tasks, and meet deadlines.
- Excellent verbal and written communication skills, with the ability to engage effectively with diverse stakeholders.
- Financial acumen, including experience managing budgets, analyzing financial reports, and ensuring fiscal accountability.
- Demonstrated knowledge or willingness to develop a strong understanding of economic development tools, public-private partnerships, and municipal finance.

## **III. Essential Functions:**

### **A. Organizational Development and Leadership:**

- Establish and implement processes, procedures, and governance frameworks to support the Authority's mission and long-term success.

- Work closely with the Board of Directors to define priorities and develop short- and long-term strategies.
- Ensure compliance with Pennsylvania’s CRIZ Act, including all reporting obligations and adherence to state regulations governing the use of CRIZ funds, and tax reporting obligations.

**B. Relationship Management:**

- Build and maintain relationships with community leaders, government officials, developers, and other stakeholders to support the Authority’s goals.
- Serve as the Authority’s primary liaison to the City of Erie, business leaders, and state offices, ensuring effective communication and collaboration.

**C. Operational and Financial Oversight:**

- Develop and manage the Authority’s annual operating budget.
- Monitor financial performance, ensuring accountability and transparency in all financial activities.

**D. Public Representation and Advocacy:**

- Serve as the public face of the Erie CRIZ Authority, representing the organization in meetings, events, and public forums.
- Advocate for the CRIZ District and communicate its potential to drive economic growth in the Erie community.

**E. Strategic Planning:**

- Work collaboratively with the Board to identify opportunities for growth and new initiatives within the CRIZ District.
- Develop metrics and benchmarks to measure the success of the Authority and ensure alignment with its mission.

**IV. Desired Competencies:**

**A. Strategic Vision:** Ability to establish and implement a long-term vision for the Authority that aligns with its mission and objectives.

**B. Leadership Ability:** Skilled in building and managing a high-functioning organization from the ground up.

**C. Financial Acumen:** Knowledgeable in budgeting, fiscal management, and funding mechanisms.

**D. Communication:** Strong written and verbal communication skills to effectively convey the Authority’s mission and goals.

**E. Relationship-Building:** Demonstrated ability to build trust and cultivate partnerships with diverse stakeholders.

**F. Problem-Solving:** Proactive and resourceful in overcoming challenges and developing innovative solutions.

**V. Requirements of the Job:**

**A. Physical:**

- Ability to manage stress and meet deadlines.
- Flexibility and maturity to adapt to the evolving needs of a newly formed organization.

**B. Environmental:**

- Willingness to work evenings or weekends, as needed, to attend meetings and events.

- Comfortable engaging with diverse stakeholders across government, business, and community sectors.

**C. Specific:**

- Proficiency in Microsoft Office Suite.

**Interested Candidates**

The Authority welcomes interest from all qualified candidates regardless of race, sex, age, disability, religion, ethnicity, or national origin.

Interested candidates should submit a letter of interest and resume via e-mail by February 14th to the Authority's Solicitor:

James R. Walczak, Esq. at: [jwalczak@mijb.com](mailto:jwalczak@mijb.com)

The position will remain open until filled by the Board. The Hiring Committee is reviewing application materials on an ongoing basis.