



DEVELOPMENT AUTHORITY
of **FULTON COUNTY**

141 Pryor Street S.W., Suite 2052, Atlanta, Georgia 30303 - (404) 612-8078

July 15, 2021

**Development Authority of Fulton County
Interim Executive Director Search**

The Development Authority of Fulton County, a development authority and public body corporate and politic of the State of Georgia (the “DAFC”), seeks an Interim Executive Director to oversee and manage the operations of the DAFC for a period of up to one (1) year.

In partnership with Fulton County (the “County”) and its municipalities, the DAFC’s mission is to stimulate quality economic development by expanding and diversifying the tax base, creating jobs, retaining existing businesses and sustaining quality of life for residents throughout the County. The DAFC serves as a strong economic development leader for the State of Georgia by offering economic development incentives, including facilitating state grants, federally taxable and tax-exempt transactions for non-profits, and tax incentive transactions, with the goal of attracting capital expenditures and employment opportunities to the County.

In furtherance of these efforts and as outlined below, the Interim Executive Director shall work closely with the County and provide guidance to the County’s economic development arm, Select Fulton, to coordinate economic development services within the County.

Position Overview:

The Interim Executive Director shall have sole, direct day-to-day responsibility for the administrative, financial and operational affairs of the DAFC, including, without limitation, supervision of administrative staff, as well as the marketing and business activities of the DAFC, and shall confer and/or meet with, at least weekly, the Chairman of the DAFC, but shall report to and serve at the pleasure of the DAFC.

Duties and responsibilities may include the following:

I. Key Responsibilities

- Transition and rebuild DAFC operations amid the current media coverage of DAFC and serve as media spokesperson

- Responsible for the day-to-day operations of all DAFC activities, including supervision and management of DAFC staff
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively as a team player and jointly provide quality customer service
- Assist and make recommendations to the Board in developing and implementing strategies
- Responsible for correspondence and responses to DAFC requests
- Communicate and coordinate all written responses from the DAFC Board of Directors
- Execution of DAFC Board directives and requests in a timely manner
- Plan and execute training sessions and strategic planning sessions
- Responsible for the interaction between the Executive Committee of DAFC and provide support services, as needed
- Maintain a close working relationship with DAFC legal counsel
- Participate in committee meetings, as directed by the Chairman of the Board
- Work closely with other economic development partners and agencies in the County, state, and region

II. Businesses and Clients

- Identify, review and recommend economic development opportunities for bond inducements to the DAFC, educate potential clients on the process of working with DAFC, and facilitate initial stages of the bond transaction process
- Meet with prospects and review business plans and applications from prospects seeking bond inducements
- Establish future and existing one-on-one business relationships with economic development prospects
- Assess the needs of existing businesses to promote DAFC's economic development bond financing tools
- Assist prospective businesses, organizations and associations on a local, regional and national level to promote DAFC's bond financing program
- Supervise DAFC staff work on REBA Grants

III. Marketing, Financial Reports, and GASB 77

- Prepare quarterly financial projection summary of DAFC activities and transactions
- Facilitate development of annual certified audit of DAFC
- Oversee the development of marketing materials to promote and support the objective of DAFC, including an update brochure, selection of marketing premiums, production of marketing, and website development

- Marketing DAFC in national and international publications
- Represent the DAFC in trade shows, conferences and seminars
- Prepare an annual report for DAFC
- Prepare annual operating budget for DAFC
- Supervise the preparation of the annual GASB 77 report and economic impact report

IV. Legal-Related Assistance

- Respond to any written open records request with the advice of DAFC legal counsel
- Monitor and speak for or against legislation affecting development authorities
- Work closely with DAFC legal counsel to ensure compliance with federal and state requirements, including statutes and regulations for inducements, bond transactions and activities of the DAFC
- Participate in bond validation hearings, as needed

V. Select Fulton

- Collaborate with the County Manager and Director of Select Fulton to develop strategic goals for Select Fulton in order to fulfill the policy vision of the DAFC and the County, as established by their respective governing authorities, and coordinate with the Director of Select Fulton to ensure Select Fulton's successful implementation of the strategic goals
- Together with the County Manager and Director of Select Fulton, develop and propose Select Fulton budgets necessary to support the County's economic development strategic plan
- Source of contact regarding economic development issues and initiatives that are managed by Select Fulton
- Supervise creation of a report to the County's Board of Commissioners ("BOC") on the DAFC's economic development activity of the prior year and oral presentation at a BOC meeting, as requested
- Serve as the primary contact for economic development in Fulton County

Qualifications:

- BA or BS Degree from an accredited college or university is required
- At least 5 years of experience leading an economic development organization or comparable organization
- Prior experience reporting to a board of directors
- Strong oral and written communication skills
- Demonstrated political savvy with exceptional communication and diplomatic relationship building skills and a history of partnering and building consensus among diverse stakeholders

- Significant experience working as a member of an executive team with demonstrated project management accountability
- Demonstrates high integrity and ethical standards
- Empowers and motivates direct reports to maximize their strengths and mitigate/neutralize weaknesses
- Ability to mentor, motivate and inspire DAFC staff
- An extremely organized, disciplined, hands-on leader who is not afraid of digging into details when needed

Compensation:

\$12,500 per month (adjustable based on qualifications), less all applicable taxes, deductions and withholdings, for a period of up to one (1) year.

No benefits provided.

Anyone interested in this position may submit a resume and cover letter to the attention of Sandra Z. Zayac, DAFC legal counsel, at sandra.zayac@agg.com.

Job Posting closes July 23, 2021.