

**Job Position: Executive Director of the Downtown Redevelopment Authority (TIRZ #3)
General Counsel, Central Houston, Inc. and the Houston Downtown Management District**

The Downtown Redevelopment Authority, also known as the Main Street Market Square Redevelopment Authority and Tax Increment Reinvestment Zone #3, is a not-for-profit local government corporation created by Houston City Council on December 13, 1995. The primary goals of the Zone are to alleviate blight and to encourage sound growth of the residential, retail, and commercial sectors in Downtown through the design and construction of improved streetscape enhancements, pedestrian amenities, public infrastructure upgrades, parkland improvements, and historic preservation.

Central Houston, Inc. is the primary provider of personnel to the Downtown District and the Downtown Redevelopment Authority and is an equal opportunity employer, encouraging applicants from a diversity of backgrounds.

DESCRIPTION: Seeking a qualified individual to lead the Downtown Redevelopment Authority and perform the duties of General Counsel for the organization and related entities. Past projects of the Authority include: Rice Hotel, JW Marriott Hotel, Market Square Park, the Texaco Building, Main Street and Dallas Street reconstruction projects, and seven Downtown Living Initiative residential projects.

RESPONSIBILITIES

- Leader of the Downtown Redevelopment Authority in conducting the day-to-day business activities of the organization including developing the strategic plans of the Authority, responding to requests from stakeholders and developers, and evaluating funding that is available for projects.
- Manages the process of preparing, reviewing, negotiating and maintaining all contracts to memorialize Authority, District, and Central Houston agreements. Serves as General Counsel and the key legal resource to all of the organizations under the Central Houston umbrella.
- Acts as the primary liaison with the City of Houston and the Board of Directors regarding Authority projects.
- Executes the terms of grant contracts including monitoring project progress, compliance with grant guidelines, status of deliverables due to the Authority, and remitting grant payments due.
- Manages the process for issuance of bonds and responsible for debt compliance.
- Works as part of a team with District personnel on capital improvement projects.
- Responsible for stewardship of an approximately \$18 million annual budget of the Authority in accordance with the President, Board and City directives.
- Sets the agenda, gathers information, and oversees preparation of presentation materials for monthly Board and committee meetings.
- Oversees the archive of Authority records including meeting minutes, project files, and contracts, and responds to open records requests.

QUALIFICATIONS

- Bachelor's degree and J. D. with excellent credentials from an ABA accredited, nationally-recognized law school.
- Successful track record influencing people, working collaboratively and conservatively stewarding financial resources, including superior negotiation and communication skills.
- Transactional legal and financial analysis experience required.
- Prior experience in economic development, project management, or real estate development preferred.
- Strong familiarity with the greater Houston area and downtown a plus.

Salary is dependent upon experience. Full benefits including a 401K plan are offered. Interviews are by appointment only. No telephone calls, please. To apply for this position, email resume and a cover letter to: Jackie Traywick, Chief Operating Officer at jstraywick@centralhouston.org.