



Assistant Executive Director

Supervision

1. Oversee the programmatic, and day-to day staff activities for the organization that includes Economic Development, Commercial Districts, Special Taxing Districts, Human Services, neighborhood outreach and infrastructure projects. Reinforce the organizations commitment and culture to equity and access to the communities we serve.
 - a. Complete semiannual performance reviews of staff as noted in the PCDC Personnel Polices.
 - b. Review and approve timesheets for employees.

Business Services/Financial Management

1. Oversee negotiations with new and existing customers for execution of customer service agreements.
 - a. Develop detail work scopes for each customer review and approval.
 - b. Develop a pricing strategy for review and approval of the Executive Director and Executive Committee.
 - c. Prepare and present the customer service agreements for PCDC Board approval.
2. Review and Submit Monthly Invoices for payment to each entity, project, or taxing district under contract
3. Maintain financial records and follow accepted accounting principals
4. Initiate the creation of new special districts as assigned

Programmatic

1. Neighborhood Committee Administration: Serve as the staff administrator for ad-hoc and standing neighborhood committees as assigned.
 - a. Convene the committees as necessary and present projects to the members for community review and recommendation.
 - b. Oversee the day-to-day administration, per executed customer service agreements, of the Special Business Districts, Community Improvement Districts and other groups as outlined in the executed customer service agreements.
 - c. Ensure compliance for all minutes, agendas, and other committee records
 - d. When necessary, serve as designate for the Executive Director or as appropriate assign the appropriate PCD staff
2. Work with PCDC staff to produce and distribute an Annual Report for PCDC.
3. Other duties as assigned by PCDC Executive Director, PCDC Board, or PCDC board committees.

Minimum Qualification Preferred:

- Bachelor's Degree with 5 years' experience in community or economic development.
- 5-Years' experience in community development or closely related field, with a minimum of 3-year's supervisory experience.
- Strong working knowledge of interpreting financial statements, budgets and other financial reports
- High level of comfort in working and collaborating with diverse individuals and groups

- Excellent written and oral communication and presentation skills
- Excellent listening and facilitation skills
- Detail oriented, ability to multi-task and bring projects to completion in a timely manner
- Proficient in MS Office Suite software

Desired Qualification Required:

- Master's Degree in Urban Planning, Business, Public Administration, Social Work, Non-Profit Management or related field or a bachelor's degree with 5 years' experience in community or economic development.

Salary: \$75,000-\$80,000

Benefits: Medical, Dental, Vision, 401K, Life Insurance

Please forward all questions and resumes to Abdul Abdullah, Executive Director at Abdul@pcd-stl.org .