



Position Specification

Senior Vice President, Economic Development

2021



POSITION SPECIFICATION

Position	Senior Vice President, Economic Development
Organization	Downtown Denver Partnership
Location	Denver, CO
Reporting Relationship	President & CEO
Website	https://www.downtowndenver.com/

THE ORGANIZATION

Cities are built by people. The creators of industry, makers of place. Visionaries—for what’s next.

At the Downtown Denver Partnership, they are building with vision.

The Partnership is a fast-moving, forward thinking, non-profit business organization with the foundational belief that every day is a chance to make the city a little better. Together with more than 700 Member organizations, they are the leading voice for private sector businesses in Downtown Denver.

The Partnership pursues a place-based economic development strategy, with work ranging from research, strategic planning, entrepreneurship & innovation, mobility, as well as supporting more traditional job and investment-related projects. This work includes an emphasis on office, technology, retail and housing, all of which support our mission to build a prosperous center city. Fundamental to the Partnership is their work with members and volunteers. This work takes the form of Committee and Council management, building a network of downtown champions, and aligning with external partners such as the City of Denver Economic Development Office, Metro Denver EDC and State of Colorado Economic Development.

THE OPPORTUNITY

The Senior Vice President, Economic Development will play an influential leadership role at the Partnership, working internally and externally to build an economically resilient center city. Internally, the SVP leads an innovative team in pursuit of key Partnership strategies; externally, the role calls for a high degree of visibility and relationship building to grow and expand the reach of the Partnership.

All Partnership Team Members share a responsibility for recognizing, creating and implementing plans to promote diversity and inclusion within their and the organization’s respective programs and initiatives. Where applicable, this includes involving external stakeholders to coordinate and promote the Partnership’s commitment to diversity and inclusion. The Downtown Denver Partnership views Diversity and Inclusion as a moral and economic imperative for building a great city and the SVP, Economic Development will be highly engaged in the organization’s initiative around this important work.



KEY RESPONSIBILITIES

As a key member of the executive leadership team, the SVP, Economic Development will work in partnership with the President & CEO, a dedicated team, and colleagues throughout the organization to champion Denver as the region's economic, cultural and recreational capital.

Key responsibilities and oversight include:

- **Team Leadership** – Oversees Economic Development team, inclusive of the Senior Manager, Economic Development; Senior Manager, Transportation & Mobility; and Senior Manager, Urban Planning. Provides inspirational leadership and mentorship, ensuring each individuals' professional growth and development.
- **Business Development** – Develops and maintains relationships with key stakeholders and prospects to help attract new, high quality jobs, retailers, and housing options to the center city. Advocates for policies and plans and implements key initiatives that support the recruitment and retention of investment in the center city.
- **Strategic Planning** – Convenes groups of stakeholders to consider and implement key market opportunities and/or key neighborhood strategies.
- **Marketing and Communication** – Carries the brand message of the Partnership, prepares and delivers speeches to various local interest groups, speaks with media when appropriate and advances the membership development interests of the organization.
- **Business Retention** – Works with Downtown businesses, building owners, and retailers to retain and grow their jobs and investments in the center city.
- **Project Management** – Works with internal and external parties, including clients, developers, brokers, bankers and other partners to support a project from concept to completion. This project management work will include business development and retention initiatives, analyzing market potential, expediting permit application reviews, incentive negotiations, developing leasing leads, and vendor introductions.
- **Committee and Council Management** – Convenes groups of Downtown Denver Partnership members at regular committee and council meetings. Sets the workplan and agenda for committee and council meetings. Works to expand participation from key members as part of councils and committees.
- **Member Experience Support** – Supports Member Experience by providing content for, or planning and executing, Downtown Denver Partnership member events.

PROFESSIONAL QUALIFICATIONS AND EXPERIENCES

The successful SVP, Economic Development will be a strategic and creative communicator; a nimble learner; and an experienced team leader with a keen sense of Downtown Denver Partnership programs and how best to support the organization's commitment to building an economically healthy, resilient, and vibrant center city for the benefit of all.



Desired qualifications and experiences include:

- Commitment to placemaking and city building, and desire to be involved in the growth and success of Downtown Denver.
- 10+ years of relevant, progressively responsible economic development experience, preferably in the residential and retail sectors.
- A metrics-driven, entrepreneurial mindset that informs strategy and work.
- Excellent project management experience, including proactive and independent development of work plans, timelines, and budgets.
- Domain knowledge in mapping economic development and latest research tools
- Strong analytical skills and well-developed business acumen; natural relationship management instincts; savvy for gaining buy-in from various stakeholders.
- Capacity to engage diverse stakeholder groups including employers, developers, brokers, retailers, public agencies, and government officials.
- Possess a deep commitment to instilling practices and a culture that reflects The Downtown Denver Partnership.
- Orientation as a team player and leader with strong management skills that fosters a more diverse, inclusive and equitable work environment.
- Track record of recruiting, coaching, managing and retaining a high-performing team in a fast-paced and dynamic culture.
- Flexibility and a sense of humor.
- Proficiency in Sales Force and Microsoft Office Suite.
- Flexibility to work varied hours for events and to meet deadlines.

EDUCATION

- Bachelor's Degree in economic development, business, economics, marketing, urban planning, public policy or an equivalent combination of education, training, and expertise.
- International Economic Development Council (IEDC) certification desirable.

COMPENSATION

A competitive compensation package, including a bonus plan and benefits, will be provided. This is a full-time, exempt position.



KORN FERRY CONTACTS

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