

***City of Minneapolis
Department of Community Planning & Economic Development
Executive Director***

The Organization The Department of Community Planning & Economic Development (CPED) promotes and advances the City's planning and community development goals through strategic partnerships and responsible management of resources. CPED focuses on retaining, expanding, creating and attracting businesses, both downtown and throughout Minneapolis. It provides financing and tools for business development and expansion. It also enhances the tax base, creates and preserves living-wage jobs, redevelops blighted and contaminated areas, provides commercial services to city residents, and promotes Minneapolis as a world-class living and working community.

CPED was created in 2003 and combined four previously separate entities: the Minneapolis Community Development Agency (MCDA); the Planning Department; the Minneapolis Employment and Training Program (METP); and the Empowerment Zone (EZ). Today, CPED employs 120 professionals and deploys a budget in excess of \$100MM. Recent successes include the Midtown Exchange, Midtown Global Market, the Cedar Riverside Plaza renovations, and the MacPhail Center for Music, to name only a few.

CPED works to fulfill its mission through three primary divisions: Planning, Economic Development, and Housing Policy and Development. Its 2010-2014 goals are:

- Plan and develop a vibrant, sustainable community;
- Promote private sector growth to build a healthy economy;
- Promote economic self-sufficiency for individuals and families; and
- Develop and preserve life-cycle housing throughout the city.

CPED partners with various branches of government and non-profit organizations to provide its services to the community and its many initiatives are aimed at making Minneapolis's planning and community development efforts more effective, responsive and accountable. CPED is looking for the right leader to continue its efforts to attract businesses and residents to Minneapolis.

For more information, please visit the Community Planning and Economic Development website at:
<http://www.ci.minneapolis.mn.us/cped/>

Position Summary Reporting to the Mayor of Minneapolis, the Executive Director is responsible for leading, directing and managing the organization consistent with the direction set by the City Council and the Mayor and the CPED mission and vision, and doing so in a fiscally responsible and ethically sound manner.

The Executive Director is responsible for providing vision, direction and strategic leadership with both internal and external stakeholders, and for building a robust planning and economic base for the City of Minneapolis. He/she also provides oversight for the CPED divisions of Planning, Housing, and Economic Development, including 7 direct reports and a total department of 120 professionals.

It is important that this leader is able to embrace and leverage the strong team of existing CPED leaders, ensure cohesion across CPED's divisions, and partner closely with various external stakeholders working to enhance the community, social, and economic base of Minneapolis.

Key Responsibilities **Vision and Strategy**

- Establish a clear sense of vision and strategy with the Mayor and City Council Members.
- Lead CPED in anticipating and following the changes to urban landscapes to continue attracting and retaining businesses, growing the tax base, and ensuring desirable housing and employment opportunities.
- Advise the City Council and Mayor on project decisions and broader development policy issues impacting CPED's mission and vision.

Advocacy and Relationship Building

- Build positive relationships with city and county officials, non-profit partners, developers and the business community to ensure successful execution of the CPED mission.
- Advocate for growing and expanding businesses in the city.
- Engage public/private/nonprofit partners in formulating CPED positions on emerging and long-term issues for downtown Minneapolis.
- Forge public/private/nonprofit partnerships that leverage resources in support of the City's development.
- Act as a spokesperson and champion for CPED during negotiations with business leaders and political decision makers in matters of importance to the mission.

Operational Leadership

- Articulate and advocate requests throughout the City's budget process.
- Review division budget and monitor expenditures for the most efficient achievement of desired outcomes.
- Preview and review agendas and reports to standing committees of the City Council.

Management and Oversight

- Align the work of the organization and its staff to the mission and priorities.
- Set goals and objectives for division leaders and work closely with leaders to ensure alignment between CPED divisions and the results that are realized.
- Ensure effective organizational alignment and structure.
- Work to develop engaging, collaborative and supportive culture for CPED staff and its partners.
- Inspire, develop, and support CPED staff in their individual roles.

Ideal Candidate Profile

The ideal candidate will be an authentic, collaborative, and visionary leader with a strong background in public and private development, business development, urban planning and administration. He or she will be passionate about Minneapolis and its growth and success and possess the following:

- At least 10 years of diverse and progressively responsible experience performing related duties.
- Minimum of 3 years administrative or management experience.
- Experience in both private and public sector preferred.
- Previous success in a political environment.
- Extensive knowledge of City processes, operations, functions and ordinances.
- Positive relationships with relevant players in the Minneapolis landscape.
- Strong financial acumen and discipline, including budget development and oversight.
- Track record of forging partnerships and collaborating with a wide variety of constituents, including business, government,

non-profit, religious, and cultural organizations.

- Previous experience working in culturally diverse communities and communities challenged by poverty and disinvestment.
- Proven ability to negotiate and execute complex transactions.
- Superior communication skills in a variety of settings and with diverse audiences.
- Excellent organizational leadership and people management skills, including the ability to inspire his/her team and hold them accountable to high standards.
- Creative problem-solving skills.

A bachelor's degree in a related field is required. A graduate degree in public policy, public administration, urban planning, community development, finance, business, law or a related field is preferred. The highest ethical standards are assumed.



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