

Mayor's Assistant Executive Director

Tulsa Downtown Coordinating Council (DCC)

Position Description: The Executive Director (ED) of DCC serves as the strategic leader of the organization. The ED is the primary face of the organization and is a visible and vocal advocate for Downtown. The ED is the primary liaison for downtown merchants, residents, stakeholders, DCC board members, as well as the City of Tulsa, Tax Increment Financing District and Tulsa County Commissioners. The ED coordinates strategy, oversees operations and staff, and assures financial performance within budget parameters. The ED is responsible for securing public and private funding and advancement of the Downtown Tulsa area through a focus on downtown management, real estate development, economic development, marketing and public private partnership development priorities.

The Downtown Coordinating Council (DCC), established in 2009, is a Mayor-appointed Council funded by the Downtown improvement district funds, as well as private donations. It represents all property owners within Tulsa's Inner Dispersal loop (IDL). In 2014 DCC led stakeholders through the process to develop the Downtown Area Master plan. In 2016-17, the DCC led stakeholders through a study aimed at increasing walkability in downtown. Both plans are in the process of being implemented. In December 2017, 987 acres of downtown property were placed in a master downtown tax increment financing district (TIF). Currently, four major projects have been identified within the TIF. A master planning process for the area around the BOK Center (Tulsa's 18,000 seat award winning Cesar Pelli-designed event center) has begun with the goal of developing additional convention hotel space for downtown. Numerous housing projects are underway, and Tulsa's downtown will soon be home to the BMX Olympic training center.

Mission

Provide support and advice for planning and management of improvement, maintenance and marketing of Downtown Tulsa, and to proactively promote and support the development of Downtown Tulsa as a vibrant center of commerce, arts, entertainment and education. This is accomplished through the organization's focus on downtown services, marketing and promotion, safety and security, parking and transportation streetscape and beautification, and long-range planning working groups.

Candidate Profile:

CHANGE AGENT - PASSION FOR SUCCESS

Demonstrated creative drive, ability to identify new solutions and "think outside the box."
Proven ability to recognize and pursue opportunities, regardless of available resources.
Intrinsically motivated to develop and implement new ideas.
Proven ability to communicate and "sell" new ideas to a diverse stakeholder groups.
Proven ability to move ideas from concept to implementation.
Proven ability building strategic partnerships along with demonstrated collaboration skills.

DOWNTOWN ECONOMIC DEVELOPMENT:

Strong economic development credentials with both private sector and government real estate and finance knowledge.
Successful track record of developing and executing strategic plans to create a vibrant downtown.
Strong understanding of urban design principles as they relate to central business district characteristics.

MARKETING AND PUBLIC RELATIONS

Able to define and articulate core mission and messaging.
Able to develop and implement a strategic marketing program.
Able to proactively position Downtown Tulsa as a premier destination, and create and sell this vision.
Familiar with the history of the city, as well as the region, and able to articulate the downtown's vision as a center of commerce, culture, and entertainment.

ADVOCACY

Experience as a downtown advocate.

Proven track record of marshalling resources and managing complex partnerships to focus on downtown issues, projects, and initiatives.

Able to establish and maintain effective working relationships with stakeholders, colleagues, subordinates, City and other governmental staff and leadership, as well as private organizations and the general public.

DOWNTOWN MANAGEMENT SERVICES

Proven ability managing downtown clean and safe, public safety, parking, hospitality, social service outreach, landscaping (beautification), and technology integration efforts.

FUNDRAISING

Experience in private, public, and non-profit sector fundraising.

BOARD MANAGEMENT

Able to work closely and effectively with a board of directors, its executive committee, and officers.

Able to communicate with the board of directors.

Proven ability building a comprehensive organizational value proposition that is attractive to the most influential business, community, and philanthropic leaders.

Position Number: 2058