

**PROSPER PORTLAND**

Portland, Oregon

**RESOLUTION NO. 7575**

**ADOPTING HIRING STANDARDS, CRITERIA, AND POLICY DIRECTIVES  
FOR THE PROSPER PORTLAND EXECUTIVE DIRECTOR RECRUITMENT**

**WHEREAS**, the Prosper Portland Board of Commissioners (“Board”) is intending to recruit and hire a new executive director and will be contracting with an executive search firm to assist with the recruitment and hiring process;

**WHEREAS**, in addition to using the regular hiring procedures set forth in the Prosper Portland Personnel Policy adopted on December 17, 2003, through Resolution No. 6076, and last revised on May 15, 2015, the Prosper Portland Board desires to adopt specific hiring standards, criteria and policy directives (the “Hiring Guidelines”) that will guide the work of the executive search firm in their efforts to recruit a broad pool of qualified executive director candidates while protecting the confidentiality of those potential applicants during the hiring process;

**WHEREAS**, the Prosper Portland Board held a public meeting on August 28, 2024, to receive public comment on the Hiring Guidelines and deliberate toward the adoption of those guidelines, and the Prosper Portland Board desires to formally adopt the Hiring Guidelines set forth in the attached Exhibit A, to guide the recruitment of the new executive director.

**NOW, THEREFORE, BE IT RESOLVED**, that the Prosper Portland Board adopts the hiring standards, criteria, and policy directives (the “Hiring Guidelines”) for the position of executive director attached hereto as Exhibit A;

**BE IT FURTHER RESOLVED**, that the Prosper Portland Board may consider and include additional criteria, but that the criteria set forth as Exhibit A will serve as primary criteria for the selection of a new executive director; and

**BE IT FURTHER RESOLVED**, that with the affirmative vote of no fewer than four commissioners for this resolution, this resolution will become effective immediately upon its adoption, and otherwise it will take effect thirty days after adoption.

Adopted by the Prosper Portland Commission on August 28, 2024



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Pam Feigenbutz, Recording Secretary

### RECRUITMENT PROCEDURES

<b>Milestone</b>
Select Recruitment Firm
Prosper Portland Board Action to Appoint Interim Executive Director
Advertise Recruitment and Engage Key Stakeholders
Identify First Slate of Candidates
Conduct Interviews
Conduct Final Interview with entire Board
Prosper Portland Board Action to Hire New Executive Director

## JOB DESCRIPTION

Prosper Portland is dedicated to creating economic growth and opportunity for Portland based on four cornerstones: propelling inclusive job growth and innovation, promoting equitable wealth creation, fostering a vibrant central city and commercial districts, and connecting Portlanders to high quality jobs in future-ready sectors. To support that work, we seek to maintain an equitable, innovative, financially sustainable agency.

<b>Position Title:</b> Executive Director	<b>Department:</b> Executive
<b>FLSA Status:</b> Exempt	<b>Unit:</b> n/a
<b>Reports to:</b> Prosper Portland Commissioners	<b>Team:</b> n/a
<b>Labor Status:</b> Non-Represented	<b>Pay Grade:</b> NR28 (\$187,000 - \$272,000)
<b>Management Status:</b> Management	<b>Last Revision Date:</b> August 2024

### Summary

The Executive Director, at the direction of the Prosper Portland Board of Commissioners, leads Portland’s economic and urban development agency. This position oversees the development, implementation, and evaluation of the agency’s strategic priorities and stewards the agency’s financial and personnel resources in a manner that reflects the agency’s values and honors the public trust.

The Executive Director leads the agency and oversees all strategies, programs, and operations, ensuring a results-based view of the impact invested resources. A member of the City of Portland’s Community & Economic Development service area leadership team, the Executive Director serves as the agency ambassador and representative to the public and throughout the world. This position leads Prosper Portland’s Executive Team with thoughtful leadership, an unwavering commitment to racial equity, and works with partners across the agency and throughout the region to support inclusive economic growth.

### Functions and Responsibilities

- Develops strategies for and oversees the agency’s operations, including programmatic, financial, budgetary, policy, and legal matters that advance the agency’s mission to create economic growth and opportunity.
- Leads implementation of the City’s economic development plan, Advance Portland, which places inclusive growth as the agency’s central tenet.
- Provides strategic direction and oversight of economic development functions to drive quality job creation, deliver the City’s traded sector business retention, expansion and recruitment activities, and positions the city as a competitive and business location with an emphasis on target industry clusters, inclusion, and small business growth.
- Provides strategic direction and oversight of real estate development and impact investments that support: healthy, inclusive, and vibrant districts; access to financial resources for business and property owners; and an innovative, financially sustainable agency. Ensures advancement of redevelopment projects, district-scale public-private partnerships, loan and grant programs, asset management, and infrastructure investments to support a thriving city.
- Provides strategic direction and oversight of internal administrative services and operations to support an effective organization through robust policies and procedures, competent fiscal management; budget

preparation and oversight; procurement of goods and services; risk management; human resources and labor relations; information technology systems; records management; and related compliance.

- Oversees and supports a diverse, highly motivated workforce and an inclusive and collaborative workplace. Leads, empowers, and mentors direct reports; leads agency in a collaborative manner; manages direct report's performance; supports staff development across the agency, and unlocks their innovative potential.
- Oversees and implements plan for the long-term future and financial sustainability of the agency. Monitors agency financials, outcomes, and performance metrics to ensure accountability and effective management of resources.
- Directs, leads and accounts for internal and external equity goals; serve as a member and champion of the Prosper Portland's Equity Council. Cultivates authentic relationships with community members and partners to ensure inclusive and transparent public engagement and access in Prosper Portland's projects and programs.
- Defines, strengthens, and invests in local and national strategic partnerships that enhance the impact of the agency's work e.g., city, regional, and state agencies; elected officials; city bureau directors; business and community associations; etc. Serves as the agency ambassador and represents Prosper Portland on committees, tasks forces, press and public relations matters, at events, and with other organizations.
- Develops productive connections to the various business, communities and partners impacted by agency work and oversees agency's political strategy, building broad coalitions, and working closely with partners to support the advancement of shared goals. Works collaboratively with state legislative and congressional delegation regarding laws and regulations that impact agency activities.
- Communicates regularly with Prosper Portland Commissioners, Mayor, City Administrator, and City Council members to ensure that appropriate information is provided and guidance received on Prosper Portland matters. Briefs and assists Commissioners on matters requiring Board action; seek Commission guidance on organizational and project-related issues.
- Leads and/or supports the agency with special projects and other relevant duties that advance Prosper Portland mission and strategic priorities.

### **Scope**

- Provides leadership and overall strategic direction to the entire agency.
- Provides supervision of department directors and executive administrative staff.
- Exercises astute judgment and political acumen within multifaceted and changing legal, political, and governmental environments.
- Makes decisions on organizational priorities and resources for wide range of program and departmental needs necessitating substantial judgment and discretion.
- Accountable for internal and external affairs of the agency, including leading the development of organization-wide policies and objectives, budget development and oversight, project/program delivery, real estate portfolio management, compliance with internal and external policies and procedures, and ethical and legal conduct of staff.
- Serves as the leader of the Executive Team, supporting, developing, and achieving Prosper Portland's equity objectives.
- Manages and motivates the agency, ensuring an inclusive and supportive work environment.
- Routinely represents and speaks for the agency in public settings and with the media.
- Controls sensitive/confidential information, requiring discretion, high levels of tact, and confidentiality.
- Executes contracts with signature authority up to \$500,000.

## Competencies

### *Excellence, Innovation & Learning*

- **Knowledge:**
  - Advanced knowledge of public sector management, inclusive economic development, and urban redevelopment that supports inclusive economic growth and achieves financial goals in a public sector context.
  - Knowledge of best practices and tools to embed racial equity within policies and projects.
  - Knowledge of Microsoft Office, database systems, web-based platforms, and other communication tools.
- **Industry Awareness and Expertise:** Knowledge of regional economic trends and challenges, policy impacts on economic growth, relevant economic indicators and regulatory requirements, and real estate development and portfolio management strategies. Maintains close awareness of shifts and nuances and adapts strategies based on insights and outcomes.
- **Strategy Development and Implementation:** Demonstrated ability to identify and anticipate future trends and challenges, apply technical expertise and leadership acumen to define strategies, and deploy resources to activate strategies. Exercises sound decision-making on organizational, policy, political, financial, and interpersonal issues; Ability to apply creative and innovative solutions.
- **Planning and Organization:** Advanced ability to plan and manage key strategic initiatives, including the ability to create multifaceted plans to advance complex economic redevelopment concepts. Advanced ability to engage with, develop, and execute public policies and related strategies. Ability to provide strategic direction. Ability to develop and oversee complex budgets.
- **Accountability:** Takes initiative and responsibility for actions and outcomes. Leads a culture of accountability through influence, alignment, and systems to generate outcomes across executive team members, management, and the workforce. Follows through on commitments and meets deadlines. Maintains a high level of confidentiality.

### *Putting People First, Inclusion & Collaboration*

- **Interpersonal Skills:** Advanced ability to establish and cultivate authentic and effective working relationships and partnerships. Exercises active listening, tact, patience, diplomacy, discretion, and political awareness. Ability to build trust and inspire confidence.
- **Collaborative Problem-Solving:** Ability to work inclusively and collaboratively with others. Strong negotiation skills and problem solving. Ability to manage people, coalitions, and operate at the technical detail level with strong understanding of the big picture. Resolves conflict and builds consensus.
- **Leadership:** Advanced leadership skills with the ability to develop a collaborative team environment. Ability to coalesce, motivate, and empower a team. Ability to effectively manage staff performance and invest in staff development.
- **Communication:** Exemplary verbal and written communication skills. Advanced ability to speak and present in public. Utilizes strategic messaging, facilitation, persuasion skills, and media relations skills. Bilingual or multilingual a plus.
- **Cultural Curiosity and Reflection:** Ability to learn and use culturally responsive practices to understand, communicate, and work with people across cultures and identities. Honors and embraces differences and models inclusivity in interactions and decisions.
- **Advancing Equity:** Ability to lead and advance racial equity initiatives. Actively embeds equity in strategy and practice. Ability to lead others in learning, understanding, and applying the principles and practices of equity to work.

**Minimum Education, Training and/or Experience**

Ten years of experience in public administration management, public policy, redevelopment, economic development, or equivalent experience. A minimum of five years of management experience in a relevant field, including comparable private sector experience. Demonstrated success advancing racial equity within community development, public/private partnerships, public policy, or equivalent field.

**Physical Requirements**

Position requires ability to remain in a stationary position for extended periods of time along with the ability to frequently move throughout the office. Position often uses a computer and other standard office equipment. Position must communicate and interact with internal and external stakeholders often regarding complex issues.

**Working Conditions**

Normal working hours Monday through Friday [8 AM – 5 PM] in a combination of in-person and remote work; however, additional hours will regularly be needed to meet deadlines. Early morning, evening, and weekend meetings are necessary. Position will often travel to external meetings, properties, or events and may occasionally travel out of the metro area. Assigned work is often politicized, shifting, and complex, which sometimes necessitates working under stressful conditions. Position will be expected to engage in conversation and personal reflection around race, racism, and equity.

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Name (Incumbent)

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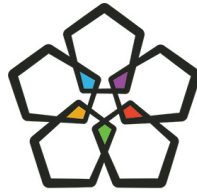
Date

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Name (Manager)

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Date



**PROSPER  
PORTLAND**  
Building an Equitable Economy

**RESOLUTION NO. 7575**

**RESOLUTION TITLE:**

ADOPTING HIRING STANDARDS, CRITERIA, AND POLICY DIRECTIVES FOR THE PROSPER PORTLAND EXECUTIVE DIRECTOR RECRUITMENT


Adopted by the Prosper Portland Commission on August 28, 2024

PRESENT FOR VOTE	COMMISSIONERS	VOTE		
		Yea	Nay	Abstain
<input checked="" type="checkbox"/>	Chair Gustavo J. Cruz, Jr.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Commissioner Marcelino J. Alvarez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Commissioner Felisa Hagins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Commissioner Michi Slick	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Commissioner Serena Stoudamire Wesley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> Regular Agenda				

**CERTIFICATION**

**The undersigned hereby certifies that:**

*The attached resolution is a true and correct copy of the resolution as finally adopted at a Board Meeting of the Prosper Portland Commission and as duly recorded in the official minutes of the meeting.*

	<p><b>Date:</b></p> <p>September 6, 2024</p>
<p><b>Pam Feigenbutz, Recording Secretary</b></p>	