



COLORADO

Office of Economic Development
& International Trade

Colorado Office of Economic Development & International Trade Opportunity Zone Program

Job Title: Opportunity Zone Program and Special Projects Director
Job Location: 1600 Broadway, Suite 2200 Denver CO 80202
Reports to: Director, Business Funding & Incentives
Salary: \$65,000 to \$80,000 per year with full benefits

The position offers full time employment as an at will State of Colorado Employee with an anticipated duration of approximately 3 years.

The Office of Economic Development and International Trade (“OEDIT”) was created to foster a positive business climate that encourages quality economic development through the support of local and regional economic development activities throughout the State of Colorado. A comprehensive slate of programs within OEDIT’s divisions work together to offer economic development services for all Colorado businesses - new and expanding, traditional and emerging, small and large - including retention programs to ensure continued competitiveness of Colorado’s economic base, and job training to keep Colorado’s workforce the best in the nation.

POSITION

The Program Director has a unique opportunity to build upon Colorado’s existing nationally recognized Opportunity Zone approach and develop additional initiatives, policies and programs. The position will also likely support some non-opportunity zone special initiatives.

The Opportunity Zone Program Director will be responsible for overseeing and executing the Colorado Opportunity Zone program. They will work with stakeholders and partners across the state to set and execute the strategy for Opportunity Zones and attract investment to Colorado’s Opportunity Zones. This includes ongoing statewide education and outreach around Opportunity Zones; working with communities in developing their strategy to attract Opportunity Zone investment; make connections between investors, developers, communities, and/or projects to help facilitate Opportunity Zone investment; and connecting with national partners to ensure that Colorado is engaging in best practices as Opportunity Zones develop.

This ideal candidate for this position will be a self-starter, with a demonstrated track record of developing and driving multiple parallel projects in a collaborative way across a range of stakeholders and who absorbs strategic guidance but does not require tactical day to day supervision to get things done.

KEY DUTIES AND RESPONSIBILITIES

- Direct responsibilities include leading strategy, execution and documentation of the Colorado Opportunity Zone program.
- The Program Director will manage community relationships and support communities statewide in organizing their Opportunity Zone strategy, including sharing information on Opportunity Zones, helping to organize prospectus building, and joining community planning conversations.



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- The Program Director will be the leading OEDIT interface into the national Opportunity Zone community and will be in close touch with policy discussion, best practices and thought leadership in the Opportunity Zone arena cultivating relationships with peers and experts around the United States.
- The Program Director will engage regularly with the investor community in both Colorado and across the nation, working to provide education and facilitate connections to Colorado investment opportunities.
- The Program Director is responsible for managing the budget of the Opportunity Zone program, and following all necessary budget reporting procedures.
- The Program Director will supervise and empower the OZ Program Manager as well as all technical support resources.
- The Program Director will engage regularly with the OZ Steering Committee and plan and lead monthly meetings. He or she will also provide a monthly dashboard of activities and successes and a bi-annual written and in-person report to the Economic Development Commission.
- The Program Director is responsible for managing the budget of the Opportunity Zone program, and following all necessary budget reporting procedures.
- The Program Director will supervise and empower the OZ Program Manager as well as all technical support resources.
- The Opportunity Zone Program Director will collaborate and partner across all OEDIT divisions, other State agencies and external partners as necessary to ensure alignment and coordination of messages and programs and effective, aligned execution of the project plans.
- Support other non-opportunity zone projects and special initiatives as assigned by the Director of the Business Funding and Incentives Division at OEDIT. These may be substantial projects.

COMPETENCIES

- Nimbleness to respond to potential policy changes at the federal level, newly articulated or emerging needs from Colorado stakeholders and to pivot in response to a potentially fluid environment.
- Leadership- Communicates the vision; leads cross functional and stakeholder team; works to engage others in implementing the vision; builds enthusiasm; participation and positive morale and loyalty; takes charge as appropriate of groups and situations; promotes a safe, challenging work environment.
- Planning- Identifies and analyzes steps required for each project; frames strategic questions; recommends how to deploy resources in alignment with strategic priorities.
- Project Management - Plans, directs and monitors projects and programs, consistently creating high-quality results. Clearly articulates project purpose, defines priorities and expectations; provides clear directions and explanations so that all participants have mutual shared understanding. Anticipates and plans for contingencies and assures that projects are on schedule and completed successfully. .
- Budget - Manages overall budget and alignment of resources to ensure funding is maximized and best used to advance priorities.
- Communication - Understands others; clearly articulates key points when writing and speaking; actively listens; effectively interprets non-verbal communication and truly hears what a wide variety of people are trying to say; accurately assesses personal styles and adjusts own style of communication to optimize personal effectiveness.



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- Results Driven- Drives for successful results; makes things happen and conveys a sense of urgency; sets aggressive goals and works hard to achieve these goals; move tasks and assignments toward closure; invests considerable effort to ensure goals are met in a high-quality manner.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

The Opportunity Zone Program Director must have the capability to participate in developing a new and strategic vision utilizing a strong understanding of the economic development needs across the state. As such, the following qualifications are sought:

- Ability to understand and articulate to others via verbal and written communications complex federal tax policy and its implications for investment returns and community development strategies.
- Strong knowledge about investment strategy and facilitation.
- Strong leader who is versatile, patient and has a positive attitude and sound judgment.
- Ability to effectively work with internal and external executive level staff to achieve objectives/deliverables in various areas of responsibility.
- Exceptional interpersonal, public relations, oratory and presentation skills.
- Excellent organizational skills and attention to detail; strong oral and written communication skills; problem solving acumen; demonstrate personal integrity, confidence, and tact/diplomacy as well as flexibility.
- Effective interaction with businesses, communities and decision-makers during conversations or meetings.
- A star performer in this role would have the ability to do everything listed above in this job description AND also be able to develop the vision and execute substantial new initiatives to maximize the benefits of Opportunity Zones in Colorado.
- Passion for public service and the state of Colorado.

This role will be based in Denver and involve regular travel around the state (likely 2-3 trips/month) and minimal out-of-state travel (potentially 2-4 trips/year for national conferences).

EXPERIENCE AND EDUCATION

- A combination of substantial experience in some or all of the following areas: project finance, impact investing, philanthropic management, real estate project development, financing, investing in or fund raising for small businesses, public policy, economic or community development, management consulting.
- A graduate degree in a relevant subject area (MBA, MPP, etc.) is preferred but relevant experience will be considered as an alternative.

JOB APPLICATION PROCESS:

Applicants should submit a cover letter, resume, and references *in one document* to The Office of Economic Development and International Trade by e-mail at oedit.info@state.co.us with the subject line "Opportunity Zone Program and Special Projects Director " by February 7, 2020. Due to the large volume of resumes we receive, we do not acknowledge receipt of each resume and are unable to give status updates. If a strong match is found between your



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qualifications and the requirements of the position, a member of the recruiting staff will contact you to further discuss the career opportunity.