

MTAA DIRECTOR OF DEVELOPMENT – POSITION DESCRIPTION

Overview of the Position

The Director of Development is responsible for all economic development and leasing activities at the two (2) airports operated by the Metropolitan Topeka Airport Authority (“MTAA”): Topeka Regional Airport and Philip Billard Municipal Airport. The position is responsible for economic development, including identifying, planning, evaluating, developing and overseeing new and existing aviation and non-aviation revenue streams and projects. The position will proactively and effectively set development goals and recruit new business and tenants to the airports in order to maximize use of airport property. In regard to leasing, the position is responsible for marketing, negotiating, preparing, implementing and managing leases, licenses, operating agreements, concessions agreements, and other contracts relating to MTAA current and future properties.

The Director of Development reports directly to the MTAA President / Director of Airports.

Essential Duties of the Position

The following is a summary of the major duties and responsibilities performed by the position. The Director of Development may be requested to perform job-related tasks other than those specifically presented in this description and this description should not be considered an all-inclusive list of requirements of this position.

- Works with professional consultants, local planners, third party developers, prospective and current tenants, key community stakeholders and other business interests to further MTAA economic development priorities and collaborates with the aforesaid parties to carry conceptual projects through the development process.
- Manages multiple planning and development projects or programs through interaction on behalf of the MTAA.
- Handles all aspects of leasing at the airports including marketing and recruiting potential tenants, ensuring competitive fair market lease rates, coordinating tenant needs and issues with other MTAA departments and leadership, and maintaining optimal occupancy, while planning for and implementing future developmental needs and goals.

Qualifications, Skills and Abilities

- Bachelor's degree in accounting, business or public administration, real estate management, economics, law, finance or a related field is required. A master's degree in the aforementioned areas is preferred.
- A minimum of 5 years' experience in business development, property management, contract management or project management is required.
- Required skills and abilities include effective verbal and written communication, ability to bridge between planning and construction, strong organization and time management, cross-functional team management, guide and influence professional consultants, and establish and maintain effective working relationships.

Salary and Benefits

The salary range for this position starts at \$120,000.00 and is negotiable commensurate with experience.

Salary is accompanied by a competitive benefits package, including health, dental and short-term disability insurance provided for the employee and participation in Kansas Public Employees Retirement System including retirement benefits, life and disability insurances.

The Metropolitan Topeka Airport Authority is an Equal Opportunity and Pro-Veteran Employer. We welcome differences in the form of gender, race, ethnicity, disability, geography, socioeconomic status, age, politics, religion, philosophy, sexual orientation, or gender identity. All applicants who share this goal are encouraged to apply. Individuals must be able to pass a Triple I (III) and/or CHRC Fingerprint background check.