



Tucson Industrial Authority Job Description: Executive Vice President

The [Tucson Industrial Development Authority](#) (Tucson IDA) is seeking an Executive Vice President to support the CEO as second-in-command. Specifically, the Executive Vice President enables the mission, vision, and strategic goals of our organization by increasing operational efficiency, ensuring that our staff is meeting deadlines while also thriving in a strong company culture, and assisting in building the brand and reputation of the organization through exceptional public relations skills. The Executive Vice President is a multi-skilled professional with proven business acumen, powerful communication skills, a track record of exceptional project management, and an unwavering passion for building a resilient and equitable economy for our community.

The goal of the Executive Vice President is to elevate and professionalize the rapidly scaling organization, through co-creation with the CEO. The right candidate has first hand experience with the unique challenges and opportunities of growth-stage companies. They understand the importance of developing core systems, practices, checks-and-balances, and an empowering culture to enable long term success. The ideal candidate has a strong working knowledge of revenue generation, cash flow analysis, and streamlining organizations. An outstanding candidate is able to effectively narrow in on small details while also pushing forward large-scale initiatives and strategies, across multiple domains including but not limited to operations, finance, human resources, communications, and stakeholder development. A creative and joyful approach to problem solving is essential.

This role is a strategic leadership position that requires demonstrated success in staff accountability, data analytics and reporting, as well as nurturing a powerful brand and customer experience at every touchpoint with the organization. The job requires flexibility, a focused, fully autonomous work-style, and exceptional communication and interpersonal skills. The right candidate must have a track record of building and working against program budgets. The right candidate will also have a strong working knowledge of effective program design and powerful coalition-building skills across a variety of stakeholders.

This position is instrumental in scaling existing innovative equity programs such as the [AVANZA Empowerment Fund](#) and new sustainability programs through [Groundswell Capital](#), among other areas of growth and opportunity.

To be successful in this role, you must be equally strong in high-level strategy and boots-on-the-ground execution. You must be internally driven towards excellence, community service, and fostering a vibrant, collaborative team environment. Unequivocal good judgment and emotional intelligence will be powerful tools in this role. Core qualities include integrity, servant leadership, reliability, adaptability, attention to detail, ability to work under pressure.

Tasks:

- Sets goals, monitors work, and evaluates results to ensure that departmental and organizational objectives and operating requirements are met and are in line with the needs and mission of the organization.
- In collaboration with the CEO and Directors, identify and capitalize on new business and revenue opportunities.
- Recruit, train, and retain an innovative, diverse, and exceptional team.
- Work alongside community leaders, executive directors, major donors/funders.
- Support the CEO in defining and implementing a 5 Year Roadmap for the organization, including accounting for various financial scenarios.
- Be a sterling brand ambassador for the organization, representing our mission, vision, values to stakeholder and enroll new supporters at the local, regional, and national level.
- Support the CEO in identifying organizational weaknesses and proactively developing solutions to address them.

Required Experience & Skills

- Proven track record of leading scaling companies to strong operational efficiency and revenue generation.
- Over 10 years of project management experience demonstrating the ability to create and coordinate successful work plans within established deadlines while juggling multiple tasks, setting priorities, effectively managing time, and meeting deadlines with minimal supervision.
- Solid diplomacy, relationship building and networking skills; ability to effectively manage internal and external relationships, including community stakeholders and donors.
- Strategic planning high-level organizational growth planning
- At minimum 10 years of leading and supervising teams

Preferred Experience & Skills

- Experience working in diverse and underrepresented communities
- Experience with public relations, events, or building national-level brand identity
- Insatiable curiosity and drive to bring about economic, social, and environmental change in your community.

Compensation & Benefits

This role is a full-time exempt, in-office position. The robust benefits package includes health, dental, vision, retirement, ample paid-leave, PTO, parental leave, and other employee benefits. The salary is \$120,000 a year, with potential for growth based on performance.



The Tucson IDA does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations

How to Apply:

Please submit via email to angelique@tucsonida.org:

- A Resume
- A Cover Letter
- Writing Sample

This is a high-priority position and we will be moving quickly. We will be accepting applications on a rolling basis with the intention of hiring by Nov 20th.