



Job Description: Executive Vice President

The Tucson Industrial Development Authority (Tucson IDA)

The Tucson Industrial Development Authority (Tucson IDA) is a mission-driven organization dedicated to fostering economic growth, affordable housing, and community development in Tucson. With over \$600 million in deployed Private Activity Bond funding, we empower nonprofits, businesses, and local governments to build resilient, equitable communities. Tucson IDA plays a pivotal role in financing innovative programs that create opportunities for underserved populations, drive economic development, and address pressing challenges like climate resilience and affordable housing.

The Tucson Industrial Development Authority (Tucson IDA) seeks an experienced and dynamic Executive Vice President to serve as the CEO's strategic partner and second-in-command. This role is critical to advancing the mission, vision, and strategic goals of the organization by increasing operational efficiency, ensuring staff meets deadlines, and fostering a strong, collaborative company culture.

The Executive Vice President is a multi-skilled professional with proven business acumen, powerful communication skills, exceptional project management expertise, and an unwavering passion for building a resilient and equitable economy for our community.

This position is instrumental in scaling innovative equity programs in affordable housing, capital deployment, economic development, and climate finance. The ideal candidate has firsthand experience with the unique challenges and opportunities of growth-stage organizations, a strong working knowledge of revenue generation and cash flow analysis, and a track record of streamlining operations. Experience in compliance and grant management is preferred, along with core strengths in one or more of the following areas: operations, finance, human resources, communications, and stakeholder development.

A creative, solutions-oriented approach to problem-solving is essential. To succeed, you must be equally strong in high-level strategy and boots-on-the-ground execution. Core qualities include integrity, servant leadership, reliability, adaptability, attention to detail, and the ability to work under pressure with a positive mindset.

Responsibilities:

- Oversee the day-to-day operations of Tucson IDA's 12,000 square ft of community center- Tucson Small Business Center - ensuring effective vendor and tenant management, facility maintenance, and compliance.
- Set goals, monitor progress, and evaluate results to ensure departmental and organizational objectives align with the mission and strategic priorities.



- Collaborate with the CEO and Directors to identify and capitalize on new business and revenue opportunities.
- Recruit, train, and retain an innovative, diverse, and high-performing team.
- Build and maintain relationships with community leaders, executive directors, major donors, and funders.
- Support the CEO in defining and implementing a 5-Year Roadmap, including financial planning and scenario analysis.
- Identify organizational challenges and implement proactive, strategic solutions.

Required Skills and Experience:

- Proven track record of leading scaling organizations to operational efficiency and revenue generation.
- Minimum of 10 years of project management experience, demonstrating the ability to create and execute complex work plans, manage multiple priorities, and meet deadlines with minimal supervision.
- At least 10 years of experience leading diverse, high-performing teams with a focus on collaboration and accountability.
- Strong diplomacy, relationship-building, and networking skills, with the ability to manage internal and external relationships, including community stakeholders and donors.
- Demonstrated success in strategic and high-level organizational growth planning.

Preferred Skills and Experience:

- Operational experience in managing impactful community centers.
- Expertise in grant-funded programming, including compliance and reporting.
- Experience working with entrepreneurs, real estate developers, and/or community stakeholders
- A deep commitment to driving economic, social, and environmental transformation within the community.

Benefits:

Tucson IDA offers a comprehensive benefits package, including:

- Health, dental, and vision insurance
- Competitive retirement plan
- Generous PTO and parental leave
- Additional employee perks

This role is a full-time, exempt, in-office position.



Inclusivity Statement:

Tucson IDA is committed to fostering a diverse, inclusive, and equitable workplace. We welcome candidates of all backgrounds and do not discriminate based on race, color, religion, gender identity or expression, age, national origin, disability, marital status, sexual orientation, military status, or any other characteristic protected by law.

How to Apply:

To apply, please email your application to admin@tucsonida.org. Include the following in your submission:

- A resume
- A cover letter outlining your qualifications and vision for the role
- A writing sample that highlights your communication and analytical skills

This is a high-priority position, and we will review applications on a rolling basis.