

OPEN POSITION: EVP/COO at the Memphis Medical District Collaborative

Title	Executive Vice-President / COO
Reports To	President, Memphis Medical District Collaborative
Supervises	Sr. Leadership Team (3 people);
Summary	<p>Seeking a senior level executive to manage the day to day activities of an established community development organization. In addition to day to day management responsibilities, the EVP/COO is also responsible for:</p> <ol style="list-style-type: none"> 1. Staff and Program Management; 2. Oversight of C-Suite responsibilities including but not limited to financial management and reporting, performance metrics, communications, office management, technology; and 3. Special projects relating to grants, fundraising board relations, and other areas as needed.
Experience and Education	<ul style="list-style-type: none"> • Previous work experience in management of high-performing teams is required • Master’s in Business, Management, Planning, Urban Design, or related field • 8 - 10 years related job experience
Salary Range	\$115,000 - \$130,000 commensurate with experience

Background

The Memphis Medical District Collaborative (MMDC) is seeking a senior level individual/leader to join our team to lead the operations of an established community development organization that works on behalf of anchor institutions and the community of the Memphis Medical District, MMDC seeks applicants who have experience in the management and operations of similar organizations and a desire for community development and neighborhood revitalization.

Established in 2016, MMDC is a not-for-profit, community development organization committed to strengthening the communities between and around the eight major anchor institutions in the Memphis Medical District. The Memphis Medical District is home to eight medical and educational anchor institutions and more than 10,000 residents. Together, the institutions have more than 30,000 employees and students, a collective operating budget of \$3 Billion, are in the midst of more than \$3.5 Billion in planned or current capital expansions, and control more than 300 acres of real estate. The institutions, along with local and national philanthropy, support the work of MMDC to revitalize the Memphis Medical District, create a vibrant link between Downtown and Midtown Memphis, and build community wealth.

MMDC Program Portfolios

MMDC's approach is comprehensive and inclusive of residents, employees, students, and visitors to the district. In addition to connecting the dots across the eight institutions, MMDC also focuses on the following program portfolios:

1. **Quality Public Spaces** – Parks, Streetscapes, Plazas, and Connections.
2. **Clean and Safe Streets** – District Ambassador program; Coordination of safety efforts and environmental improvements.
3. **Programming and Marketing** – Activation of spaces and telling the District's story.
4. **Community and Economic Development** – Supporting and connecting the diverse neighborhoods in the District through planning, growing and attracting small businesses as well as supporting existing businesses.
5. **Real Estate** – Cultivating a rich environment for appropriate development with a focus on creating mixed-use, mixed income places.
6. **Anchor Programs** – Leveraging institutional demand through - Live Local, Buy Local, and Hire Local Strategies.
7. **Transportation and Mobility** – Helping employees, students, residents and visitors safely get to and around the Memphis Medical District.

Position Description

The Executive Vice President /Chief Operating Officer is a high-level, management position with a highly effective and established team. The EVP/COO will be expected to step into a wide variety of areas to lead the team, and effectively represent the organization in front of the MMDC Board of Directors, funders, the public, and partner organizations locally and nationally. The EVP/COO will manage the Sr. Leadership Team, made up of three Program Directors, and will provide strategic guidance to Program Managers around meeting program KPIs and goals as necessary. The EVP/COO will also oversee the C-Suite responsibilities, especially financial management of the organization, and provide leadership and execution capacity for special projects, strategic planning, grant applications, and board relations. Each of these areas is outlined below in more detail.

1) Sr. Leadership Team and Program Management

MMDC has a Sr. Leadership team made up of the President, EVP/COO and Program Directors (Currently 3 Program Directors). This team is responsible for making strategic decisions on behalf of the organization. It is expected that the EVP/COO will work closely with the President to facilitate Sr. Leadership Team meetings every other week or as needed.

The EVP/COO is responsible for ensuring that program teams are meeting their annual KPIs and will monitor the program budgets and provide approval of certain expenditures. In this capacity, the EVP/COO will be expected to provide oversight of Program Directors and

Program Managers to assist managing communications, marketing, and metrics and performance management, provide assistance in navigating program work plans and provide assistance if program areas become stalled or run into unexpected delays.

2) C-Suite Responsibilities

The EVP/COO will oversee some C-Suite responsibilities. Financial management and reporting will be a critical responsibility of this role, including management of MMDC's financial forecasting, auditing and reporting, cash flow projections, fundraising and donor relationship building, public realm asset management, and the creation of strategic capital funds for economic development and real estate efforts. Additionally, the EVP/COO will provide as-needed support in other areas that may arise including interaction with and presentations to MMDC's Board of Directors, HR, supporting office culture, and general office management.

Many of the C-Suite responsibilities will be guided and informed by the ongoing implementation of MMDC's 2021-2025 Strategic Plan. From an organizational perspective, this includes annual logic model preparation, annual and multi-year budgeting and fundraising strategies, and organizational communications. From a program area perspective, this includes helping Program Directors and Program Managers with strategic guidance around achieving their program KPIs and goals.

3) Special Projects

The EVP/COO is expected to provide additional capacity for other duties and special projects as they arise from time to time. These special projects may take the form of grant applications, public presentations, reports to funders, or other areas that may emerge. These responsibilities will require strong writing skills, presentation experience, and public speaking experience to be effective.

Candidate Qualifications

The ideal candidate will be a person with a strong management background and an understanding of non-profit organizational finance. They must understand and be motivated by working with communities to strengthen emerging neighborhoods. They must be committed to the equitable revitalization of places and to working closely with our network of medical and educational anchor institutions, advisers, local businesses, residents, and community leaders. A deep understanding of cities and city-building strategies and an appreciation of the hyper connectivity of urban issues is appreciated.

The candidate must be an energetic, self-starter, who is well organized, pays attention to details, understands organizational management, and is capable of functioning in a very independent situation. The candidate must be confident working in a fast-paced environment and possess a desire to grow within a dynamic and high-performing team.

Additionally, the candidate must have:

- Experience in a managerial role managing budgets of at least \$1M and managing teams of at least four people;
- Experience with financial management, reporting, and fundraising;
- A deep understanding of team dynamics, and organizational behavior;
- A strong strategic thinker at both the macro and micro level; and
- Knowledge of economic development finance, redevelopment, and emerging community development trends is essential.

More, we are seeking a candidate with the following attributes:

- Has a positive, open, creative and flexible attitude;
- Is comfortable managing several different types of projects simultaneously;
- Has exposure to community development, urban design, city planning, real estate, or economic development programs;
- Collaborates and openly shares information with team and stakeholders;
- Analyzes data, national trends, and research; and
- Wants to grow with a group of people working to make Memphis a more vibrant place.

Minimum Qualifications

- A master's degree in a related field with a minimum of eight years' professional experience OR equivalent work experience.
- Excellent oral and written communication skills.
- Must be comfortable advocating for your positions and speaking in public.
- Strong organizational skills and commitment to meet deadlines.
- Passion for social, economic and/or civic issues.

Compensation

In anticipation of this position, MMDC is offering a highly competitive compensation package that includes an anticipated salary range of \$115,000 to \$130,000 and generous insurance and 401(k) benefits. Relocation support is available.

Submittal

If you are interested in applying, please submit your resume and cover letter to Maurie Smith at msmith@u3advisors.com. In your cover letter, let us know why you are interested in this type of work and specifically, how past experiences in management, finance, and strategic planning can help deliver thoughtful and inclusive community revitalization work.

Applications will be evaluated on a rolling basis so please submit your resume and cover letter as soon as possible. Interviews will occur in the first week(s) of November with the goal of bringing the candidate on sometime in December.

NO PHONE CALLS. For more information: www.mdcollaborative.org.