

**Lafayette Public Trust Financing Authority
Executive Director Job Description**

Organization Description

The Lafayette Public Trust Financing Authority (LPTFA or Trust), pursuant to the terms of the trust indenture, supports the City of Lafayette. Support may be extended to the City of Lafayette through financing or the furtherance and accomplishment of any public function and purpose of the City. The wide range of finance-related programs and community involvement efforts allows LPTFA to self-generate its operations, programs and projects for the benefit of the City of Lafayette.

The organization’s mission—to enhance the quality of life and provide economic value to its citizens by investing in projects, programs, and partnerships that address the community’s most important needs—is, and has been, critical to a thriving Lafayette.

The LPTFA has an opportunity to continue to grow its impact and achieve its organizational vision: “to be a catalyst for economic prosperity, transformative community development, and sustainable change in Lafayette.”

The LPTFA will achieve its mission and vision by strengthening its engagement in the community through the various fields envisioned by trust indenture. The LPTFA will leverage this broad mandate to ensure Lafayette’s most pressing challenges are met.

Roles and Responsibilities

The Executive Director will be the key executive of the LPTFA and a collaborative partner with other community agencies. He/she will be capable of bringing new ideas, innovations, and best practices to the organization in order to further develop robust, efficient, and service-oriented operations.

The Executive Director will report to the Board of Trustees for LPTFA. The Executive Director’s responsibilities include planning, directing, managing, and overseeing the activities of the LPTFA. This position will manage the staff of the LPTFA and the management of all property assets of the organization. The particulars of this job description notwithstanding, the Executive Director is

Execution Version

responsible for acting within the bounds of state law, the Trust Indenture, the bylaws, and all applicable resolutions of the Board of Trustees. The essential functions for this executive-level position include:

Administration

- Responsible for the management and growth of the trust's assets in collaboration with third party professionals and the Board of Trustees.
- Hire, train, supervise, and dismiss staff and interns. Conduct all personnel functions in accordance with the organization's Personnel Policies. Ensure that policies and procedures fully conform to current laws and regulations.
- Conduct yearly performance evaluations for all employees.
- Responsible to ensure Trustees are provided with all materials necessary to perform their duties, including periodic programmatic reports, financial and cash flow statements.
- Coordinate annual audit, including obtaining prior approval of the Board of Trustees for securing independent auditor.
- Present reports for each regular meeting of activities of the Trust and prepare an annual report to the Board of Trustees at the annual meeting.
- Hire, evaluate, and maintain relationships with all third-party attorneys, accountants, auditors, and other providers of professional services.

Financial Management

- Prudently manage resources within budget guidelines according to applicable laws and regulations.
- Manage day-to-day fiscal operations; maintain an efficient accounting system and required financial records; compile and monitor financial health of organization's portfolio for planning and reporting purposes.
- Increase annual revenue to support operations.
- Diversify revenue sources to create a more stable portfolio.
- Grow the size of the trust to produce additional funding capacity for projects.
- Improve the implementation and impact of the grants program, if any.
- Effectively communicate the funding sources and revenue model for the organization.
- Create and implement routine reports on investments and finances to Trustees.

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- Sign checks and approve payments for authorized expenditures of the Trust, up to \$7,000, subject to applicable audit requirements and best practices.

Strategic Planning

- Responsible for the implementation and management of the strategic plan, as well as the development of future planning efforts.
- Continually identify the most pressing community needs that LPTFA can invest in and positively impact.
- Responsible for integration of organization's planning efforts with other community organizations and priorities.

Community Engagement

- Develop and put on public programming that highlights urgent community issues and solutions.
- Advocate for best practices and public policy that will benefit the city of Lafayette.
- Through engagement of Trustee Community Engagement Committee, determine best pathways for LPTFA to achieve its mission through community organizations, including evaluation and refinement of ongoing granting efforts, if any.
- Work closely with all stakeholders to collaborate when appropriate on projects and initiatives.

Board Governance and Engagement

- Facilitate the Board of Trustees' implementation of a committee structure and annual planning process that supports long-term goals.
- Increase trustee engagement and communication.
- Appropriately leverage the individual and collective talents of the Trustees.
- Develop, with Board of Trustees approval, clearly defined metrics to measure and assess Executive Director job performance and progress toward long-term goals.
- Deliver monthly report with updates on organization, partners, and committee meetings.

Development

- Manage any/all staff to guide LPTFA development projects through the government process.

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- Explore and propose LPTFA's involvement in public-private partnerships (PPP) when beneficial to the city of Lafayette and engage in the management of any PPPs.
- Negotiate and execute contracts.
- Hire, evaluate, and maintain relationships with all third-party architects, engineers, contractors, planners, etc.

Property/Campus Management

- Manage or designate the management the real estate assets of the trust.
- Provide a property management report of all projects to the Board of Trustees.
- Hire, evaluate, and maintain relationship with all third-party property manager agencies, contractors, vendors, etc.

External Relations and Communications

- Serve as LPTFA representative to participate with any community planning efforts that occur within departments.
- Manage all communications efforts of the Trust, including defining organization's public image through effective branding, website and social media development, ongoing stakeholder engagement and all other communications materials and collateral.
- Serve as the primary liaison with all external agencies including Downtown Development Authority (DDA), Lafayette Consolidated Government (LCG), the Lafayette Public School System (LPSS), the Lafayette Economic Development Authority (LEDA), the North Lafayette Redevelopment Authority (NLRA), One Acadiana (1A), the University of Louisiana Lafayette (UL), and others. regarding community development issues.
- Ensure the organization, its mission, programs, products and services are consistently presented in a strong, positive image.
- Provide final approval for all media, press releases, and external communications, conferring with the Board and/or Board Chairman on matters that, because of a connection to legal exposure, financial risk, or ethical concerns, could have a substantial impact on the Trust's reputation or public perception.

Qualifications

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The Executive Director will have a significant work history (minimum 7-10 years) and typically possess a graduate degree in one of the following disciplines: Planning, Public Administration, Economics, Finance, and/or Law supplemented by years of professional experience in policy making, strategic planning, land development, infrastructure investment, public engagement, development of process and methodology, staff management, and project management experience.

The Executive Director will possess a passion for public service; an ability to work with diverse stakeholders to build collaborative and productive working relationships; exceptional communication skills; a strong finance background; and have a demonstrated history of building, leading and managing forward-thinking teams.