



Opening Date: 2/14/2018  
Closing Date: Open Until Filled

## **Vacancy Announcement #47-17 Vice President, Development & Strategic Initiatives**

**SALARY: NEGOTIABLE**

**DC Residents Preferred**

### EVENTS DC

Engage, Excite, Entertain.

Events DC is the face of conventions, sports, entertainment and cultural events within our nation's capital. As the official convention and sports authority for the District of Columbia, Events DC leverages the beauty, history and diversity of the most powerful city in the world to attract and promote an extensive variety of events, resulting in amazing experiences for residents and visitors alike, and generating economic and community benefits for the city.

Our success comes by focusing on divisions that reflect three lines of business: Conventions and Meetings, Sports and Entertainment, and Special Events, where we make a range of strategic investments in the region's marquee sports, entertainment and cultural properties. Each division is driven by the desire to bring stellar events to Washington, DC by providing superior customer service to our clients and visitors.

### SUMMARY DESCRIPTION

The ideal candidate will have experience in managing a program or portfolio of development-related projects and strategic initiatives for organizations in the public and/or private sectors. The primary responsibilities of the position are to oversee the planning, execution and management of a program of key projects/initiatives in the Development & Strategic Initiatives group by providing organizational management, business analysis, project management and implementation services. The incumbent will report to the President and CEO, as well as work in conjunction with other members of Events DC team to ensure Events DC continues healthy and sustained growth.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a similar, related or logical assignment.

### KEY RESPONSIBILITIES

Programmatic:

- Program Management for Strategic Initiatives and Implementation of Formal Project Management methodology:** Responsibility for managing a portfolio of projects and strategic initiatives through a consistent, standardized approach; Additionally, serve as formal project management lead by directing the planning and execution of initiatives utilizing formal project management techniques to ensure that goals for cost, schedule and quality are achieved
- Conduct project assessments and feasibility analyses against Events DC's corporate goals and mission.
  - Collaborate with and influences Board, staff, and stakeholders on strategic projects that drive growth by planning and executing internal and external campaigns that drive progress on organizational priorities.

- Manage business case process inclusive of development through formal recommendation to determine whether to be implemented.
- Manages government relations germane to strategic initiatives by identifying key players in federal and local jurisdictions as appropriate to further Events DC's corporate objectives.
- Manage schedule for overall program. Develop and manage project plans to track status for each project or initiative. Provide timely reporting to CEO to proactively manage projects.
- Manage financials for overall program. Develop and manage budgets for each project or initiative. Perform analyses and provide timely reporting to CEO in order to proactively manage costs of the projects and overall program.
- Manage project scope and quality for projects and initiatives within the portfolio. Establish and monitor appropriate KPI's. Provide timely reporting to CEO for proactive management.
- Identify, manage and mitigate risks at the program and project level. Develop formal risk management planning for program.
- Develop communication plans for project and initiatives. Work with Marketing & Communications department to create appropriate deliverables as part of communications planning effort.
- Maintain internal project development documents, stakeholders contact lists and internal project task lists;
- Facilitate, organize and attend internal and external project team meetings;

#### Departmental:

Management of Strategic Initiatives Department, including, but not limited to the following core functional areas:

- Administrative oversight for all strategic initiatives.
- Financial Oversight and budget development and controls.
- Talent acquisition, development, management and retention of staff.
- Departmental and individual goal development and assessment for success.
- Procurement management for programmatic and departmental acquisitions.
  - Assist President and CEO in performance of due diligence activities and in preparation of analysis and recommended action to the Board;
  - Collaborate with Office of Contracts and Procurement to procure appropriate consultancy relationships to conduct feasibility studies of various initiatives;
  - Participate in the development of scopes of work;
  - Manage schedule and timelines for procurement and on-boarding of consulting teams;
  - Oversight for deliverables of consultant efforts; and
  - Serve as COTR for consultants.

#### SKILLS, KNOWLEDGE AND ABILITIES

- High integrity, with the ability to maintain confidentiality of sensitive information, responding effectively to inquiries.
- Deep experience in managing a portfolio of projects (inclusive of large scale projects) and successfully executing projects, employing project management methodology
- Prior experience leading and managing a professional team of individuals who have divergent areas of expertise and responsibilities. ...
- Demonstrated experience in business strategy development, strategic planning and successful execution.
- Commitment to excellence, ensuring accuracy of reports and projections through analytical and abstract reasoning skills.
- Excellent collaboration skills with the ability to work effectively with individuals and groups at all organization levels; ability to work independently and as part of a team.
- Highest level of critical thinking and analysis in bringing successful resolution to high impact, complex, and/or cross departmental problems;
- Ability to engage/direct others in developing innovative solutions, apply sound decisions making skills to highly complex strategic and operating problems.
- Patience and excellent oral communication skills—maintaining composure, effectiveness, and flexibility under pressure.

#### ADA REQUIREMENTS

- Ability to read and write instructions, directions, memoranda, forms, and other written materials.
- Ability to converse orally and utilize standard telephones, smartphones, and two-way radios to receive and communicate information to staff and customers.

## CORE COMPETENCIES (EXECUTIVE)

- Job Knowledge and Technical Expertise
- Leadership
- Human Capital
- Strategic Thinking
- Operational Effectiveness
- Financial Awareness
- Entrepreneurship
- External Strategic Awareness

## MINIMUM QUALIFICATIONS

- Bachelor's Degree in Business, Construction, Engineering or related field preferred;
- Ten (10) or more years of proven and project management experience on mid to large scale projects;
- Demonstrated history of business performance (either P/L [profit/loss] or economic development);
- Very strong quantitative and qualitative analysis skills.
- Demonstrated proficiency in statistical analysis tools and techniques, forecasting and forecasting methods, with an understanding of their strategic, financial and operational implication.
- Experience in or knowledge of real estate development, hospitality or construction industry preferred.
- Impeccable ethics and partnership-focus;
- Ability to create and manage teams and targeted solutions to successfully implement / execute projects;
- Superior organizational skills; and
- Advanced written and verbal communication skills.

**In an effort to protect our environment from paper waste all candidates must apply on-line on our website:**

**<http://careers.wcsa.com/employment/application.aspx>**

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW  
Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.  
Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC  
Human Resources Department  
801 Mount Vernon Place, NW  
Washington, DC 20001**

**All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.**