

## **Position Overview**

The Pottsville Redevelopment Authority is seeking a dynamic, self-motivated professional to serve as its part-time Executive Director. This position will require approximately (20-30) hours per month. The executive director plays a critical role in leading community revitalization efforts, securing and administering grants, and managing Authority-owned assets, including a large commercial building in downtown Pottsville. The ideal candidate will possess experience in public sector or nonprofit leadership, urban redevelopment, and property management.

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## **Key Responsibilities**

### **Leadership & Administration**

- Serve as the chief administrator for the Pottsville Redevelopment Authority, supporting its mission to eliminate blight, spur reinvestment, and promote economic growth.
- Provide professional guidance to the Board of Directors and ensure timely implementation of policies and decisions.
- Prepare agendas, reports, and documentation for Authority board meetings; attend and record minutes.

### **Grant Writing & Program Development**

- Research, write, and manage local, state, and federal grant applications to fund redevelopment, property stabilization, demolition, and economic development projects.
- Administer awarded grants, including compliance reporting, invoicing, and project tracking.
- Collaborate with local governments, regional economic development agencies, and community partners to identify and develop funding opportunities.

### **Property & Asset Management**

- Oversee day-to-day operations of Authority-owned properties, including a large, mixed-use commercial building in downtown Pottsville.
- Manage building maintenance, leasing, capital improvements, vendor contracts, and tenant relations.
- Coordinate building upgrades or renovations with engineers, contractors, and city officials as needed.

### **Redevelopment & Community Engagement**

- Identify underutilized and blighted properties for acquisition and redevelopment.
- Develop project plans and partnerships to return properties to productive use.
- Serve as a liaison between the Authority and stakeholders including city departments, the Pottsville Area Development Corporation (PADCO), Schuylkill County agencies, neighborhood groups, and state entities.

### **Compliance & Reporting**

- Ensure adherence to state Redevelopment Authority laws, city ordinances, and relevant procurement regulations.

- Maintain organized financial records and collaborate with an accountant and/or auditor as required.
  - Prepare and submit annual reports, budgets, and required filings to funding agencies and governing bodies.
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### **Qualifications**

- Bachelor's degree in public administration, planning, business, nonprofit management, or a related field preferred.
  - Minimum 3–5 years of relevant experience in public administration, redevelopment, grant writing, or property management.
  - Demonstrated experience managing state and federal grant programs.
  - Knowledge of Pennsylvania Redevelopment Authority Act and 3rd class city governance structures a plus.
  - Strong interpersonal, organizational, and written communication skills.
  - Familiarity with real estate development, historic preservation, and urban revitalization preferred.
  - Proficiency in Microsoft Office Suite; experience with CRM and grant management software is a plus.
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### **Work Environment & Expectations**

- The position will be based in Pottsville with flexibility for some remote work.
  - Occasional evening meetings and site visits are required.
  - Must have access to reliable transportation and a valid driver's license.
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### **To Apply**

Please send a cover letter, résumé, and three professional references to [pdatte@dattelaw.com](mailto:pdatte@dattelaw.com) with the subject line: *Executive Director Application – Pottsville Redevelopment Authority*. Applications will be reviewed on a rolling basis until the position is filled.