Executive Search Specification

The Energy Corridor District®

Executive Director

For more information please contact:

Jackie L. Gorman
Senior Partner
P: 210.648.3339
E: jgorman@allenaustin.com
OPPORTUNITY

The next Executive Director (ED) of the District will influence and shape one of the most important business centers in the Houston region. This is an ideal position for someone who is interested in a high-visibility position with the potential to have a significant impact on a community. The next ED will be a strong leader, with a history of building and maintaining effective networks in the business, political, and public agency arenas. This is an outstanding opportunity for someone looking to develop and implement innovative solutions to transportation and mobility issues that are impacting urban areas across the country as well as flood control issues that are somewhat unique to the Gulf Coast. The successful candidate will take over an organization that is looking to reposition itself in the community and move it to its next phase of development and success. He or she will demonstrate the ability to identify key issues then develop and execute strategies to address them.

The District is a great place to work as it has attractive benefits, an outstanding working environment and a diverse staff. This position also offers outstanding learning and development opportunities. The small staff is friendly, motivated, and enjoy what they do. They appreciate the contributions of each team member and willingly support one another.

ORGANIZATION

Created in 2001 by the Texas Legislature, The Energy Corridor District® (Harris County Improvement District #4) has worked tirelessly to enhance the community’s quality of life and sense of place by implementing mobility, public safety, streetscapes, and business development initiatives in one of Houston’s most important employment centers. The Energy Corridor District® (District) consists of over 1700 acres that extend along both sides of Interstate 10 from Kirkwood to west of Barker Cypress and along Eldridge Parkway from north of IH-10 to south of Briar Forest. It is a bustling, professional area filled with many high-paying jobs. There are great employment opportunities, access to countless restaurants, and many amenities, including parks and shopping areas.

The primary purpose of the District is to make the Energy Corridor a premier destination to work, live, and invest through the following:

Transportation – Leverage existing resources to create a superior transportation system of roadways and public transportation facilities and conveniences offering a diversity of commuting solutions to get to, from, and around the District effectively by addressing current and future infrastructure needs.
**Security and Public Safety** – Bring new investment to every aspect of the District by maintaining and enhancing a safe environment in both perception and reality. The District builds relationships between public safety agencies and property owners to maintain a safe and secure environment.

**Urban Environmental Design** – Promote compact quality developments that create a pedestrian and bicycle friendly place that is enjoyable and people-oriented in order to attract and retain employees, increase value, and facilitate business development. The District works with public agencies to enhance The District’s streets, highways, parks, and natural areas to create a unique and marketable identity.

**Business Development** – Continue to grow as the primary business location on Houston’s west side and as one of the most desirable places in the City of Houston and Harris County in which to live, work, shop, visit, build, or invest.

**Staffing and Administration** – Render professional management of programs, attract necessary government capital investment, services, improvements, and supplement them where needed providing funding that allows property owners to share cost equitability.

A board of directors compromised of property owners, tenants and/or resident representatives provides governance through policies and articulating the direction of the District. A full-time staff of 5, including the Executive Director, provides professional project staffing and administration with office space in the District that is accessible to all property owners and constituents.

**POSITION**

Reporting to the Board of Directors, the ED is responsible for the administration, operations, and projects of the District. The District’s Board of Directors provide broad direction to the ED in terms of policy and objectives. The ED will have day to day discretion and responsibility for implementation of the Board’s focus.

**Position Description**

The duties of the Executive Director include, but are not limited to:

- providing leadership that sustains improvement in the District’s operations and services;
- working with the Board to maintain a proactive, long-term vision for the District;
- developing and implementing strategies that grow the value, service area, and stature of the District;
Executive Director

• expanding the profile, name recognition, and positive connotations associated with the District;
• implementing new ideas, programs, and/or procedures consistent with the Board’s vision;
• establishing strong working relationships with the Board, staff, business, land-owners, and regional partners;
• serving as the primary external representative of and advocate for the District with all stakeholders including the press;
• articulating the benefits derived from District membership and the successes achieved by the District;
• expanding the District’s efforts to lead and be a part of regional flood prevention and mitigation solutions;
• maintaining and improving the District’s right of way maintenance standards;
• expanding District connections with private service providers in the electrical and communications services sectors; and
• maintaining and improving the District’s outstanding record of providing public safety services.

QUALIFICATIONS

Professional Experience and Education

The ideal candidate will have the following education, demonstrated experience and skills:

• Bachelor’s degree in a relevant technical or business program;
• progressively responsible experience in a managerial position;
• ability to inform and facilitate strategic decisions by the Board;
• ability to translate the Board’s vision and priorities into effective action plans including setting appropriate staffing and budget levels;
• ability to understand key aspects of any issue and then effectively communicate and market the District’s position;
• experience with infrastructure planning, construction, and maintenance;
• demonstrated ability to develop and maintain an effective professional network;
• knowledge and experience with marketing and public relations plans including working with media outlets;
• credible interpersonal skills to forge productive partnerships with stakeholders (business and property owners) and regional partners (City of Houston, Harris County, TxDOT, Metro); and
• ability to communicate with a variety of constituencies.
The superior candidate will have the above plus the following experience:
- demonstrated history of involvement in the business and/or management district professional communities, staying abreast of emerging topics and issues;
- knowledge of the funding, operations and budgeting of similar organizations;
- additional experience in a responsible managerial position in an engineering firm or public agency (e.g. transit authority, transportation agency, city, state or federal agency);
- prior experience/relationships in the Houston area;
- prior experience managing similar organizations and boards; and
- executive leadership experience.

**Personal Attributes**
- Integrity
- Listening
- Communicator
- Outstanding Judgment
- Strong Leader
- Good Decision-Making
- Highly Intelligent
- Strategic Focus
- Self-Starter
- Articulate
- Collaborator
- Resourcefulness
- Initiative
- Charismatic Presence
- Team Player
- Hands-On Leader
- Analysis Skills
- Pragmatism
- Highly Organized
- Planning
- Solid First Impression
- Persuasive
- Adaptable
- Experience
- Vision
- Enthusiasm
- Passion
- Great Marketing Skills

**Performance Expectations**

Success in this position is defined as:
- delivering solutions to big issues;
- building a network of partners and allies that will benefit the District;
- building a strong positive relationship with the Board, staff, stakeholders and regional partners;
- working with the Board to establish a clear, new vision for the District;
- repositioning the District brand through messaging;
- creating and later executing a plan to work with Metro and the City to make traffic improvements;
- bringing additional business into the District (annexation); and
- taking a leading effort in creating quality, valuable Board meetings.

**LOCATION**

The Executive Director will reside in the Houston, Texas area. A city and region with significant media coverage regarding economic sustainability and viability, the greater Houston area is a desirable location rich with history, culture, the arts, and outdoor activities.
Houston is the fourth-largest city in the United States and the largest city in the state of Texas. Houston's economy has a broad industrial base in the energy, manufacturing, aeronautics, transportation, and health care sectors and is a leading center for building oilfield equipment; only New York City is home to more Fortune 500 headquarters in the city limits. The public-school system is very good, with many area schools ranked as exemplary.

Houston is home to the Texas Medical Center—the world's largest concentration of healthcare and research institutions—and NASA's Johnson Space Center, where the Mission Control Center is located. Nicknamed the “Space City”, Houston is a global city, with strengths in culture, medicine, and research.

The city has a population from various ethnic and religious backgrounds and a large and growing international community. Houston is the most diverse metropolitan area in Texas and has been described as the most racially and ethnically diverse major metropolis in the U.S.

Alive with energy and rich in diversity, Houston is a dynamic mix of imagination, talent and first-class attractions that makes it a world-class city. Home to a vibrant economy, beautiful surroundings and a population full of optimism and spirit, it’s no wonder that Houston is a popular international destination.

A recent article published by Business Insider (July 1, 2014) entitled “18 Facts That Make Houston The Best City in America” highlighted the following:

- Number 1 city for job creation in the U.S.
- World's largest concentration of healthcare organizations
- Center of America’s oil and gas industry
- Unemployment rate significantly below the national level
- The only major U.S. city without zoning laws
- Home of the NASA Astronaut Corps
- A paycheck goes farther in Houston than any other major metropolitan area
- Houston recently surpassed New York as the most ethnically and racially diverse city in the U.S.
- Spectacular range of ethnic cuisines, fantastic seafood, and great barbecue
- Affordable housing, whereas Houston did not experience a real estate bubble like other cities
- More parks than any other top-10 metropolitan area
- World-class museums and cultural landmarks
- One of the largest rodeos in the world
- Great sports teams, including: Astros (baseball), Texans (football), Rockets (basketball), and Dynamo (soccer)
- Well known music scene
- Acclaimed performing arts companies: Houston Grand Opera, Houston Ballet, and Houston Symphony are three of the most renowned arts organization in the world