

**Quonset Development Corporation
Job Profile**

Position Title:	Managing Director	Date Written:	01/01/2015
Division:	Management	Reports to:	Board of Directors
Department:			
Grade:	15	FLSA Status:	Exempt

Section 1: Position Summary:

The Managing Director serves as the Chief Executive of the Quonset Development Corporation and works under the direction of the QDC Board of Directors. The incumbent plans, organizes and directs the daily operations and long term development of the Quonset Business Park and related offsite facilities under the control of the corporation. The incumbent directs staff, establishes Park goals and objectives; develops policies and procedures and prepares operating and capital budgets. She/he establishes short and long- range plans and objectives and assumes direct accountability for corporate financial results. In this capacity, the Managing Director exercises independent judgment, tact and initiative in the carrying out individual and corporate goals. The incumbent directly and indirectly, manages the Corporate staff of ~44 full time employees. The Incumbent has access to corporate-wide confidential information, including personnel records, lawsuits, collective bargaining negotiations, client business plans and development proposals.

Section 2: Essential Responsibilities: *The essential functions and duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not preclude them from the position if work is similar, related, or a logical assignment to the position*

	%	Responsibility
1	30	Directs the planning, development and administration of all aspects of the Quonset Business Park and off-site facilities. In this capacity, manages staff and contractor assignments; establishes Park goals and objectives; develops policies and procedures; prepares operating and capital budgets; and oversees project progression at key junctures.
2	20	Provides direction to senior management in the areas of property management, planning and development, construction services/engineering; technical support services and administration.
3	10	Develops and manages capital improvement program in excess of \$50 million dollars to complete the development of the Park.
4	10	Serves as the Corporation liaison between developers, state and federal regulatory agencies, public constituents, civic and community groups, and legislative leaders; provides status updates, solicits input and responds to questions and concerns.
5	10	Manages multiple, parallel projects using formal planning and project management techniques.
6	10	Clarifies, simplifies, defines and documents complex business, regulatory and development processes and requirements.
7	10	Provides direction, support and advice to Senior Management Team on matters concerning the Corporation staff including but not limited to performance management, hiring, talent development, engagement, disciplinary action, attendance, scheduling.
	100%	

Section 3: Budget Responsibility:

Dollar Amount of Operating Budget: \$7 million dollars.
Develops and manages capital improvement program in excess of \$50 million dollars to complete the development of the Park Revenues that are dependent upon the successful performance of the Corporation.

Section 4: Scope of People Management:

Does this position manage employees? Yes No
How many? 4
Does this position manage other managers? Yes No
How many? 4
Total staff indirectly managed: 44 Full Time Equivalentents and additional contractors as necessary.

Section 5: Organizational Impact:

Negative impact to QDC reputation could occur if the Corporation is improperly managed resulting in delays or lower standards of service, substandard construction of buildings and/or maintenance of property with consequent dangers to public safety and injury to personnel. Additional financial negative impact resulting in loss of “public” funds, legal action due to non-compliance on State and local agreements and material loss if projects are not constructed properly might occur. Loss of revenue could occur due to injury or property destruction and fines imposed due to non-compliance with regulatory requirements, including environmental concerns.

Section 6: Experience:

Type of Experience	Number of years Required	Number of years Preferred
Progressively responsible positions in public administration, corporate management with particular experience in strategic planning and economic development and the business analyst role.	10	15
Diverse background in multiple real estate property types, that is, marina/waterfront, hotel, office, R&D, commercial, and industrial.	10	15
Demonstrated success in executive project development/management capacity;	10	15
Working knowledge and success in implementing all phases of permitting and zoning processes	10	15
Proven ability to develop consensus and build harmonious working relationships with state and local officials, tenants, employees, and the general public.	10	15
Manager level experience within a multi-disciplined staff environment	10	15

Section 7: Qualifications/Skills:

Qualification:	Required
Proven ability to be perceptive, tactful and exercise discretion, since the incumbent has frequent contact with staff at all, levels, local and state officials and park tenants and the general public	YES
Proven expertise in leading a diverse and multi-disciplined staff	YES
Working knowledge, understanding and proven ability to interpret and apply labor/human resources policies, procedures and federal and state regulations	YES
Proven ability to speak and write in a clear and concise manner; to develop and present comprehensive reports and proposals on complex information	YES
Proven ability to conduct independent research and complex fact-finding studies and to analyze and interpret results within strict time deadlines	YES
Proven expertise in planning, organizing and managing multiple projects	YES

Section 8: Education:

Education:	Required	Preferred
Bachelor's Degree in business management, public administration, engineering or related field	YES	
Master degree in public administration, planning, engineering		YES

(OPTIONAL) Section 9: Competencies:

Competency	Definition
Problem Solving & Analysis	Ability to model a systematic approach to problem solving; seeks information and perspectives from both inside and outside the team to better understand and solve problem; involves other in solving problems that affect them; coach others to routinely anticipate and prevent avoidable problems; coach other on how to analyze data and evaluate alternatives to solve problems.
Decisiveness & Judgment	Ability to consider both the short and long term impact of decisions; plan for how the consequences of decisions affect the team; coach others to make effective decisions; hold others accountable for making sound decisions; make and act on decisions even if they are unpopular
Open Communication	Ability to give clear, understandable instructions to others; coach others in effective communication and listening skills helps others present their message effectively; initiates difficult or uncomfortable communications with other rather than avoiding them; encourage and facilitate candid and open communication within the team.
Relationship Building	Ability to create a work-unit climate that reinforces the need to build and maintain strong working relationships; helps team member learn the interpersonal skills needed to work effectively with other; facilitates a climate of trust and respect between team members; maintains a broad network of internal working relationships; helps others develop a broad network of working relationships.

Strategic Alignment	Ability to keep team focused on key objectives that drive company performance and competitive advantage; clarify vision, mission, values, and long-term goals for others; think beyond the day to day to take a longer-term view of the business; coordinate cross-functional activities to assure strategic alignment with organizational objectives; anticipate and plan for future business developments.
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Section 10: Physical requirements:

General	Work is generally performed under typical office conditions; up to one-third of the time there is exposure to variable outdoor weather conditions and hazards associated with construction work sites and various maintenance projects including moderate noise.
Lifting	Occasionally, required to move (push, pull, lift or carry) objects weighing up to 30 pounds.
Walking	Up to 2/3 of time is spent sitting and talking and up to 1/3 of time is spent standing and walking, climbing and reaching with hands and arms, or using hands to finger, handle or feel objects, tools or controls.
Hearing	Must be able to hear normal sounds, distinguish sound as voice patterns and communicate orally.
Vision	Specific vision requirements include close vision and the ability to adjust and focus.
Repetitive movements	Position requires the ability to operate a keyboard and standard office equipment in an efficient manner in accordance with standard operating procedures.
Safety	Safety hazards are present at work sites and must be avoided; Must be able to access all areas of a construction site.