



CHIEF EXECUTIVE OFFICER



ABOUT URBANOVA

At Urbanova, our purpose is straightforward: find new ways to make communities better for people. Based in Spokane, WA with additional resources in Cleveland, OH, our organization was founded from partnerships across the private, public, nonprofit, and research/academia sectors, all understanding that innovative, multi-sector collaborations drive equitable solutions for midsize cities. Much of our work at Urbanova starts with the hyper-local measure of resident lived experience to aid in identifying the strengths, struggles, opportunities, and challenges related to well-being and relationships to livelihoods. Our team is focused on driving place-based and research-informed solutions that measurably improve the social, economic, and environmental equity and resilience in communities. We catalyze fresh ideas, initiatives, and investments by focusing on 5 interconnected areas of impact: healthier citizens, safer neighborhoods, smarter infrastructure, a more sustainable environment, and a stronger economy.

We offer a range of services and opportunities to collaborate, with our primary efforts including:

- **Advisory Consulting:** applying Urbanova's expertise in community engagement, urban innovation, and technology
- **Custom Research:** augmenting local research and development efforts to source new insights, innovations, and solutions to the persistent challenges facing midsize cities
- **Urban Innovation Sandbox:** strategic support to create a physical, place-based environment in which experiments and pilots inform business cases and community interventions
- **Urbanova Cloud:** collaborative, secure, open-data platform for midsize cities to discover and build unique insights through multisector data collaborations

WHO WE ARE

- **Authentic:** Count on us to be worthy of trust and transparent in all that we do.
- **Innovation with purpose:** We challenge convention by taking a fresh view of the world.
- **People-centric:** We are at our best when we are focused on the things that matter to communities.

ROLE OVERVIEW

Reporting to the Board of Directors, the Chief Executive Officer (CEO) is the key management leader of Urbanova. The CEO is responsible for the organization's overall growth and continued success, including developing the strategy and resources (financial and human) for the organization, and overseeing its administrative, programmatic, fundraising, marketing, and community outreach efforts. The CEO directly manages the Chief Strategy Officer and Project Manager / Full Stack Developer, with additional support including loaned executives from our partner agencies, interns, and a core team of community volunteers.

Immediate priorities for the role include:

- Fulfill existing contracts.
- Diversify revenue streams: develop new contracts, grants, and resources (minimum of 3 proposals per quarter).
- Maintain / strengthen relationships across existing sectors in Spokane.
- Develop and execute legislative strategy to add value to community proposals for various channels for public funding.
- Define the scope of Urbanova's products and services to ensure sustainability.
- Expand and clarify the mission and brand to a broader audience of stakeholders and potential partners.

Longer-term priorities include:

- Develop longer-term, large-scale contracts and relationships with corporate, research orgs, and community foundation partners.
- Develop correlating multi-sector relationships in Cleveland.
- Develop proof points in other mid-size cities by employing replaced models from work in Spokane in Cleveland.



RESPONSIBILITIES

1. Board Governance: Works in partnership with Board to fulfill the organization mission.

- Responsible for leading Urbanova in a manner that reflects Urbanova's values and supports and guides the organization's mission as defined by the Board of Directors.
- Work in partnership with the Board to harmonize the respective roles of the Board and the CEO.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Drive Board recruitment, onboarding, and development.

2. Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization and to fulfill Urbanova's goals for growth.

- Responsible for the fiscal integrity of Urbanova, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- In close partnership with the Board, responsible for fundraising, development of grants and contracts, and developing/executing the resource strategy necessary to support Urbanova's mission.

3. Marketing and Development: Works with Board, partners, and staff to develop Urbanova's image and partnerships through marketing, communications, and outreach efforts.

- Build a shared culture of storytelling which ensures that Board, partners, collaborators, and staff can consistently express what the organization does and why it matters.
- Responsible for the enhancement of Urbanova's image by being active and visible in the community (and, to the extent possible, in the communities Urbanova serves) and by working in concert with other professional, civic, and private organizations.
- Focus on cultivation of key relationships and partnerships across Urbanova's customer segments: city stakeholders, utilities, private sector suppliers, universities, non-profits/ research organizations, and public development authorities (special purpose districts).
- Continuously build and thoughtfully maintain partnerships and relationships with community leaders in each community Urbanova serves.

4. Organization Mission and Strategy: Works with Board and staff to ensure that the mission is fulfilled through programs and strategic planning.

- Responsible for implementation of Urbanova's programs that carry out the organization's mission.
- Responsible for strategy assessment, development and implementation to ensure Urbanova will successfully fulfill its mission into the future.
- Ensure that Urbanova capitalizes on commercialization of its Intellectual Property (IP).
- Ensure that the annual planning retreat keeps strategies relevant, meaningfully moves the organization forward and is engaging for participants.

5. Staff Recruitment and Leadership:

- Responsible for the hiring, evaluation, development, and retention of competent, qualified staff.
- Provide mentoring, support, and resources to equip each team member to help Urbanova grow and thrive while they grow in their profession.
- Lead by example invariably consistent with Urbanova values and ensure that Urbanova is a workplace of choice.

6. Operations and Program Management: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Ensure that programs are mission-centric with clear and measurable impact.
- Responsible for effective administration of Urbanova's operations.
- Responsible for the oversight of 3rd party contractors.
- Execute against the Urbanova mission consistent with the corporate values.
- Responsible for proper execution of all notes, agreements, and other instruments made and entered into and on behalf of the organization..



IDEAL CANDIDATE PROFILE

The ideal candidate will be an entrepreneurial, aspirational and visionary team leader, who remains dedicated to the mission of Urbanova. Working closely with the Board, he/she must be committed to goal achievement through collaboration. The successful candidate will be a strategic and forward thinking thought leader with a track record of stellar results working in complex organizations, with a reputation for forming strong personal and professional relationships. He/She should be politically savvy, without being political.

The ideal candidate must also have unquestioned personal integrity, professionalism, and a positive work ethic. He/She will have strong presentation and communication skills with an outgoing, personable and inclusive management style. Possessing a high “EQ”, the ideal candidate will develop a workplace culture and environment where staff looks forward to coming to work, where an appropriate sense of humor and camaraderie is a part of daily ways, and work is a passion rather than just a means to earn an income. The ability to communicate with clarity and motivate people is a critical requirement, as is the perspective that failures can be viewed as opportunities. The capacity to connect with people at all levels, and the humility to accept shortcomings is also needed.

The ideal candidate will have executive presence and be a transparent, gifted and engaging communicator, whether speaking one on one or in front of a large audience. This individual will act as a “Chief Mission Officer”, with applicable business acumen, and possess a genuine, visible, and infectious passion for Urbanova’s mission.

PREFERRED QUALIFICATIONS

Minimum of 6 years of progressively responsible experience in a leadership role with a mission-based organization is desired. Proven success in fundraising, organizational management, program development, government relations and board relations. Recent experience in direct staff supervision, evaluation and motivation is also desired, along with proven ability to speak across disciplines and build key partnerships. A commitment to diversity, equity and inclusion is essential. Existing community connections to people, government agencies, nonprofit organizations, media and elected officials desired. Bachelor’s Degree or equivalent is required; an advanced degree is preferred.

Location: Spokane, WA (relocation assistance may be available)



For confidential inquires and more information, please contact:

Liliane Lendvai
Director

Liliane@HerdFreedHartz.com
(206) 561-7824 cell

Fred Pabst
Partner

Fred@HerdFreedHartz.com
(206) 299-2140