



**CAPITALIZE ALBANY**  
**CORPORATION**

**Monday, August 5, 2019**  
21 Lodge Street, 11:00 a.m.

Capitalize Albany Corporation  
Governance/Nominating Committee

## Agenda

1. Review and Approval of minutes from December 10, 2018 Meeting
2. Legal Opinion Receipt and Discussion
3. Compensation, Time & Attendance and Staffing
4. Nomination of Board Officer
5. Other Business
6. Executive Session (if necessary)

**Capitalize Albany Corporation  
Governance Committee Meeting  
MINUTES  
Monday, December 10, 2018**

The meeting of the Capitalize Albany Corporation Governance Committee was held at 12:15 p.m. Monday, December 10, 2018 at 21 Lodge Street, Albany, NY.

The following were in attendance:

*Committee Members:*

John Harris, David Parente, Jeff Sperry

*Other:*

Thomas M. Owens, Esq.,

*Excused:*

Anders Tomson

Chair John Harris called the Governance Committee Meeting of the Capitalize Albany Corporation (“Corporation”) Board to order at 12:15 p.m.

**Approval of minutes for the January 22, 2018 Governance Committee Meeting**

The Committee reviewed the minutes of the meeting. David Parente made a motion for approval, and Jeff Sperry seconded. The Committee agreed unanimously to approve the minutes from the Governance Committee meeting of January 22, 2018.

**Annual Board Review**

*a. Review Confidential Board Evaluation Forms Submitted*

Staff advised the Committee that the Confidential Evaluations of Board Performance have all been collected. The Committee reviewed the summary results of the evaluations, which were all positive.

*b. Review Conflict of Interest Forms Submitted*

The Committee reviewed the Conflict of Interest Forms Submitted for 2018, which had been previously provided to and received from all Members. It was noted that these forms are a “snapshot”, and that the Board and Staff need to remain vigilant about potential conflicts that may develop during the year. Following discussion of the completed forms from each Member, the Board acknowledged, and approved each potential conflict (subject to disclosure and recusal on those CAC matters involving such disclosed conflict). All disclosed relationships should be monitored throughout the year, and it was noted that the Committee will remind all Board members that they need to update CAC if any of their circumstances change during the year.

*c. Confirm ABO Board Member Training Status*

The Committee confirmed the status of all Board members with ABO training requirements and acknowledged the importance of staying up-to-date with ABO policy.

*d. Review 2018 Election of Board Officers*

The Committee reviewed the Board members terms and reported that there are will not be terms expiring at the end of 2018. The Committee discussed the composition of Board members, emphasizing diversity for recommended appointments.

**Annual Corporate Performance Review**

*a. Review Attainment of CAC Performance Goals*

Staff reviewed the metrics developed to measure staff performance for 2018. The Committee reviewed and discussed the 2018 Goals and Metrics Reporting.

*b. 2018 At-Risk Compensation Pool Distribution*

The Committee discussed and evaluated the Staff's 2018 performance in meeting the Corporation's 2018 performance goals, and based on such discussion and evaluation, a motion to make a positive recommendation that Staff be eligible for the full pool based on outstanding performance in attaining the pre-defined goals. A motion to move the 2018 At-Risk Compensation Pool Distribution to the full Board was made by Jeff Sperry and seconded by John Harris. A vote being taken, the motion passed unanimously.

*c. Review Reasonableness of Officer Compensation*

The Committee discussed and agreed the draft 2018 Reasonableness of Officer Compensation would be presented to the Board for approval. Additionally, the Committee agreed that they would recommend to the Board that the compensation review be updated so as to remain current.

*d. 2019 Annual Performance Measurements & At-Risk Compensation Pool*

The Committee reviewed the Annual Performance Measurements & At-Risk Compensation Pool for 2018.

**Annual Administration & Policy Review**

*a. Review Mission Statement*

The Committee reviewed the Mission Statement received from the Board and Staff. After lengthy discussion, the Committee agreed the current mission statement to the Board for discussion and review.

*b. Review Committee Charter*

Counsel reviewed the current Committee Charter with the Committee. A motion to recommend that the Board approve the Committee Charter with the amendment was made by David Parente and seconded by John Harris. A vote being taken, the motion passed unanimously.

*c. Review Procurement Policy*

Counsel reviewed the current Procurement Policy with the Committee. A motion to recommend that the Board approve the policy was made by John Harris and seconded by David Parente. A vote being taken, the motion passed unanimously.

*d. Review Property Disposition/Acquisition Policies*

Counsel reviewed the Property Disposition/Acquisition Policies with the Committee. Counsel informed the Committee that he had reviewed the existing policy against legal requirements, and no change was recommended. A motion to recommend that the Board approve the current policies was made by Jeff Sperry and seconded by John Harris. A vote being taken, the motion passed unanimously.

*e. Verify Public Document Postings on Website*

Staff advised the Committee that Staff has been refreshing and updating the Corporation's website. Staff informed that Committee that it had verified current public documents postings on the Corporation's website.

**Executive Session (if necessary)**

None.

**Other Business**

There being no further business, the Capitalize Albany Corporation Governance Committee meeting was adjourned Jeff Sperry.

**TO:** Capitalize Albany Corporation – Governance Committee Meeting  
**FROM:** Capitalize Albany Corporation Staff  
**RE:** Legal Opinion Receipt and Discussion  
**DATE:** July 12, 2019

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Counsel will be preparing and distributing documents separately and directly to Governance Committee Members. Staff has remained recused from all related matters.

SECTION 1.0. AT-RISK COMPENSATION PROGRAM. (A) General. CAC's long-term success depends on the sustained excellent performance of its employees year after year. Therefore, to focus on CAC's short and long-term success, the Board has determined that it is prudent that CAC's employee compensation includes a portion that is "at-risk", where the compensation paid is determined based on the achievement of specified results. The amount of this at-risk compensation will be based upon achieving performance goals established by the Board of Directors (Board).

(B) Ensuring the Reasonableness of Officer Compensation. In accordance with IRC section 4958, the CAC Board as an "independent" Board annually reviews the compensation of its officers by comparing similarly situated entities and their officers to ensure the reasonableness of CAC Officers' compensation. This review is documented by the Board.

(C) Determination of at-risk compensation pool. Annually, as part of its deliberative budget process, the Board will establish an "at-risk" compensation pool (pool) to incentivize and reward employee performance for successfully meeting performance goals established by the Board in furtherance of CAC's mission. Any "at-risk" compensation awarded and will be distributed effective December 31. The amount of potential "at-risk" compensation will be established by the Board to be effective January 1. The amount of the potential "at-risk" compensation and associated performance goals will be shared with CAC employees, budgeted and periodically accrued accordingly.

(D) Company performance goals. The Board will establish performance goals for CAC officers and employees at the beginning of each year effective January 1. Prior to January 1, the Board will evaluate the performance of CAC officers and employees in meeting the performance goals established for the previous year. The amount of the distribution, up to the maximum amount will be based on the attainment of the pre-defined goals.

(E) Employee performance goals (EPG). EPG's will be established and reviewed in concert with the President and the employee's immediate supervisor; the evaluation of an employee's performance in comparison to his/her performance goals will determine how much of the Board-determined available compensation pool will be distributed to each employee at the sole discretion of the CEO and reported to the Board accordingly.

(F) Distribution. The Chairman shall allocate the officers share of the at-risk pool to the participants but shall give substantive consideration to this group being treated equally given their team-based approach.

(G) Tier structure. All positions are categorized within a specific tier. Each tier shall be eligible to receive a maximum amount of at-risk compensation for distribution in accordance with paragraph (D) above. The maximum amount of at-risk compensation for each tier shall not exceed the percentage of total salaries within that tier to total salaries across all tiers.

Executive Tier

- President
- Vice-President(s)
- Director(s)

Senior Staff Tier

- Controller
- Senior Economic Developer(s)

Staff Tier

- Economic Developer
- Executive Assistant
- Administrative Assistant
- Communications & Marketing Assistant
- Accountant

(H) Other Matters. The distribution of at-risk compensation serves a real and discernible business purpose of CAC in that it attracts and retains top performing employees, and does not result in a reduction of CAC's services or represent a method of profit or excess revenue distribution.

# **Time & Attendance**

## **ATTENDANCE POLICIES**

### **Section 1.00 – Alternate Work Schedules**

To execute the Capitalize Albany Corporation's (CAC) mission, CAC offices will generally be open Monday through Friday from 8:30 a.m. to 5:00 p.m. Those departments transacting business directly with the public may have alternate schedules as needed. This will require some employees to work a schedule that will have variable starting and ending times.

Although efforts will be made to accommodate employee preferences, the operating needs of the office must be given priority when determining work schedules.

## **ATTENDANCE**

### **Section 2.00 – Record of Attendance**

For all employees, a record of hours worked and leave used will be maintained. Falsifying attendance records or signing another employee's time slip may be cause for disciplinary action including termination.

#### **Section 2.01 - Tardiness**

All employees are expected to arrive at work on time and not to depart before their scheduled time. Unauthorized absences will be charged to the employee and may be cause for disciplinary action including termination.

#### **Section 2.02 – Notification When Unable to Report to Work**

An employee unable to report for work or who expects to report late must notify the supervisor (or the person designated by the supervisor) as soon as possible but no later than one hour following the start of the workday. This notification is particularly important in those cases where arrangements must be made to obtain a replacement. The supervisor will explain any special reporting requirements that have been established. Failure to properly report absences within the time period specified above is considered an unexcused absence. Unexcused absences may be cause for disciplinary action including termination.



# Time & Attendance

## HOLIDAYS

The CAC observes the following holidays:

New Year's Day	January 1
Martin Luther King Day	3 <sup>rd</sup> Monday in January
President's Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 <sup>st</sup> Monday in September
Columbus Day	2 <sup>nd</sup> Monday in October
Election Day	1 <sup>st</sup> Tuesday following the
	1 <sup>st</sup> Monday in November
Veteran's Day	November 11
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Christmas Day	December 25

## PERSONAL LEAVE

### Section 3.00 – Purpose

Personal leave is a benefit granted to all employees. It is a non-cumulative leave for personal matters, which cannot be attended to outside the employee's work schedule, provided that advance approval from the supervisor is granted.

### Section 3.01 – Anniversary for Personal Leave

All full or part-time annual employees earn one day of personal leave for each four months of continuous service. Personal leave is calculated from the date of employment. A maximum of three unused days can be carried at any time. Employees are not compensated for unused personal leave time at the separation of employment with the CAC.

### Section 3.02 – Use of Credits

Personal leave credits may be used in one-hour units.

## VACATION LEAVE

# Time & Attendance

## Section 4.00 – Eligibility

Employees of the CAC qualify for paid annual vacation if they meet the following requirements:

- A. They are full-time employees.
- B. They have minimum of six months continuous service.

Vacations will be scheduled throughout the year, subject to reasonable staffing needs as determined by the supervisor.

## Section 4.01 – Vacation Credits

Eligible employees shall earn vacation credits at the rates listed below. Vacation credits accrue on a monthly basis, and must be accrued before they may be used.

<u>Years of Service</u>	<u>Accrual Rate</u>	<u>Days/Year</u>
1 <sup>st</sup> thru 4 <sup>th</sup>	5/6 day/month	10
5 <sup>th</sup> thru 9 <sup>th</sup>	1 ¼ days/month	15
10 <sup>th</sup> and beyond	1 2/3 days/month	20

All new employees may be allowed to take five of their earned vacation days after six months of continuous service. For the purposes of vacation credits, service with the CAC will be deemed continuous if the period of separation is one year or less. Employees who are terminated and rehired are not eligible to have previous service count, regardless of the length of the break in service.

## Section 4.02 – Accumulation of Credits

Employees may bank up to 40 days of vacation credits. Upon separation from service (for reasons other than criminal conduct) an employee will be paid at the then existing rate of pay for a maximum of 40 days (eight weeks) of unused vacation leave.

## SICK LEAVE

### Section 5.00 – Purpose

The purpose of sick leave is to provide employees with protection against loss of income due to illness or physical disability. In addition to personal illness, leave for sickness in the employee's immediate family, if approval is obtained from the supervisor, may be charged to sick leave. Sick leave credits are to be used only when necessary.

## **Time & Attendance**

### **Section 5.01 – Accumulation of Credits**

A full-time annual employee earns one day of sick leave for each month in full pay status. Sick leave may be accumulated up to a maximum of 180 days. Employees who work less than full-time earn sick leave on a pro-rated basis. Employees are not compensated for unused sick leave at the time of separation from service with the CAC.

The CAC recognizes the close relationship between the CAC and the City of Albany's Department of Development and Planning. This relationship provides CAC management and staff access to highly skilled and specialized professionals that possess technical expertise which enhances the CAC's ability to execute its mission. To ensure continuity with respect to the execution of CAC's mission and to assist in attracting these professionals to employment opportunities offered by CAC, CAC will honor the sick leave balances City of Albany's Department of Development & Planning employees who are hired by the CAC.

### **Section 5.02 – Medical Documentation**

An employee may be required to supply proof of illness in the form of the doctor's certification.

Fraudulent or excessive use of sick leave may be grounds for disciplinary action. Under certain circumstances, use of sick leave may be considered excessive even though an employee has credits banked.

## **OTHER LEAVE**

### **Section 6.00 – Bereavement Leave**

The CAC recognizes employees will be away from work upon the death of a family member defined as spouse, parent, grandparent, children, sister, brother, or domestic partner as defined in City of Albany Code, current brother-in-law, current sister-in-law, current son-in-law, current daughter-in-law, current mother-in-law, current father-in-law, aunt, uncle, niece and nephew. An employee is entitled to three days of administrative leave with pay upon the death of a member of the employee's immediate family to attend the funeral and/or to make funeral arrangements.

In cases where more than three days are required, employees may use personal, vacation or sick leave, and/or leave without pay. The use of other time is subject to the approval of the supervisor.

### **Section 6.01 – Short Term Disability**

Short term disability coverage is designed to provide some income protection while an employee is unable to work due to disability. This coverage is provided to all employees who meet the minimum

## **Time & Attendance**

New York State requirements. In addition, if you become disabled, Capitalize Albany will pay the difference between what you receive from disability insurance and what your normal pay would have been. This will be paid only up to the first 8 weeks of disability in any 12 month period. Thereafter, only disability insurance will be paid.

### **Section 6.02 – Maternity Leave**

An employee who occupies a regular full-time position (i.e. year-round employee) will be granted maternity leave upon request and the showing of proper medical documentation if necessary.

Upon the birth of the child, the employee must apply for short-term disability benefits. Capitalize Albany will pay the difference between what the employee receives from disability insurance and what their pay would have been. The employee will be fully compensated for 12 weeks while on maternity leave. Thereafter, the employee may use accrued leave credits to remain on the payroll at full pay as long as they have accrued leave time remaining. When all but one week (based on regular work week) of accumulated sick, vacation, and personal leave credits have been exhausted, the employee will be eligible to receive half-pay for up to ten weeks without charge to future accrued leave credits. Leave credits will not be earned during the period of half-pay. After the period of half-pay has run out, the employee will be granted a leave of absence without pay if determined to be necessary.

The total absence from work, which shall not exceed six months, may be extended by the Capitalize Albany for up to one year depending on the circumstances presented by the employee.

The employee is required to report to the supervisor the existence of pregnancy no later than the end of the fourth month of pregnancy.

### **Section 6.03 – Paternity Leave**

An employee who occupies a regular full-time position (i.e. year-round employee) will be granted paternity leave. Capitalize Albany will provide the employee two weeks of Paternity Leave at 100% of their weekly salary upon the birth of their child for the purpose of providing care to the child or to support the Mother. Paternity Leave may be used up to six months after the birth of the child.

### **Section 6.04 – NYS Paid Family Leave**

New York State Paid Family leave requires covered employers to provide paid, job-protected leave to “eligible” employees for certain family and medical reasons in. In 2019, employees are eligible to receive 55% of their average weekly wage up to 55% of the New York State Average Weekly Wage for up to 10 weeks. Employees are eligible if they have worked for the CAC for at least 26 weeks and work a regular work schedule of 20 or more hours per week.

REASONS FOR TAKING LEAVE: Paid leave must be granted for any of the following reasons:

## Time & Attendance

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- When a spouse, child, domestic partner or parent of the employee is on active military duty abroad and the employee must make alternative child care arrangements, need to attend certain military ceremonies, or need to make financial or legal arrangements to address the military member's absence.

ADVANCE NOTICE AND SUPPORTING DOCUMENTATION: The employee may be required to provide advance leave notice and must provide proper documentation to the insurance carrier. Taking of leave may be denied by the insurance carrier if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable".
- The insurance company will require documentation supporting a request for leave before a leave is granted.

### JOB BENEFITS AND PROTECTION:

- For the duration of New York Family Leave, the employer must maintain the employee's health coverage under any "group health plan".
- Upon return from New York Family Leave, employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of New York Family leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

**PLEASE TAKE NOTICE: It is a CAC requirement that the employee take New York Paid Family Leave concurrent with FMLA.**

### **Section 6.05 – Family and Medical Leave**

The Family and Medical Leave Act (FMLA) requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for the CAC for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

REASONS FOR TAKING LEAVE: Unpaid leave must be granted for any of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

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**ADVANCE NOTICE AND MEDICAL CERTIFICATION:** The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is “foreseeable”.
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer’s expense) and a fitness for duty report to return to work.

**JOB BENEFITS AND PROTECTION:**

- For the duration of FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan”.
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

**UNLAWFUL ACTS BY EMPLOYERS:** FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

**ENFORCEMENT:**

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

**FOR ADDITIONAL INFORMATION:** Contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor.

**PLEASE TAKE NOTICE:** It is a CAC requirement that the employee use up any accrued vacation, personal and sick time prior to leave under this section being granted.

### **Worker’s Compensation Leave**

Employees may be eligible to receive Workers’ Compensation leave when absent from work due to an occupational injury or illness.

## **Time & Attendance**

### **Military Service Leave**

Any employee who is required to render military duty shall be granted a military leave of absence with no loss of time or pay not to exceed 30 calendar days per calendar year pursuant to the Military Law, Sections 242 and 243.

Any employee who is required to serve more than 30 calendar days per calendar year will be paid the difference in his or her salary, if any exists, from their military pay to their regular salary from the CAC of Albany for the duration of their leave.

### **Jury Duty**

Employees called for jury duty are entitled to leave with pay, without charge to credits. The leave will cover the time required for court attendance and necessary travel. When their presence is not required, employees are expected to report for work. A notice or statement must be submitted for all periods of absence.

### **Leave Required by Law**

CAC shall grant any leave of absence required by law and will continue payment of salary and benefits if the law so provides.

## **Capitalize Albany Corporation – Job Posting – Vice President**

### *Intro*

Capitalize Albany Corporation is searching for a proactive, collaborative and detail-oriented executive who has a track-record of innovative problem-solving and achieving impactful results. Capitalize Albany Corporation has been the designated economic development organization for New York State's Capital City since it was formed in 1979, providing strategic, real estate and business development services on behalf of a city that prioritizes smart growth, equity and streamlined results. Capitalize Albany is a nonprofit 501(c)3 and local public authority that works directly and collaboratively with city, county and state agencies, elected officials, private businesses, the general public and regional economic development partners in pursuit of its mission.

The Vice President will assist the President in leading both operational and programmatic functions, handling diverse and multifaceted projects in a fast-paced and highly-visible environment. The successful candidate will have the opportunity and responsibility to make a direct and lasting impact on the City's skyline and economic vitality.

### *Our Community*

The City of Albany is the Capital of New York and has a population of 97,000. The City itself, however, is much more than a star on a map. Its history spans four centuries, and it builds on that rich heritage to drive into the future as a vibrant, thriving and innovative city. Located at the crossroads of two of the Northeast's busiest interstate highways and along the historic Hudson River, the City of Albany's distinctive commercial districts and neighborhoods make Albany an urban center of diverse residential, commercial and institutional activity. In addition to being the seat of local, county and state government, the City of Albany is the commercial and cultural heart of a million-person region with major growth in the healthcare, creative economy and technology sectors. The City is home to three hospitals – including a world-class regional trauma center, ten colleges and universities – including a research 1 public institution, and hundreds of thriving businesses across all sectors.

Albany is a small city with the potential for big impact. Its affordability, quality of life, and sense of community are matched by its access to major public and private-sector organizations, diversity of cultural, natural and recreational destinations in the rich Capital Region, and easy proximity to major population centers like Montreal, Boston and New York. This combination offers unmatched opportunities for residents and businesses alike.

### *Our Team*

The passionate and talented seven-member team at Capitalize Albany and its engaged and influential 16-member Board of Directors strives to inspire investment in the City of Albany, NY. The Corporation is a 501(c)3 and local public authority with the mission of facilitating strategic economic development and stimulating transformative investment throughout the City of Albany, making New York's Capital a vibrant place to thrive. A catalyst for economic growth, Capitalize Albany Corporation serves as the City of Albany's official economic development arm, developing economic development strategies and matching projects with the right partners, tools & resources to stimulate transformational local real



estate development & business investment. Capitalize Albany staff also manage the City's industrial development agency and capital resource corporation – a critical tool for local development. This team loves what they do and strives to have fun while doing it. As a staff, the Capitalize Albany team values drive, teamwork, flexibility and follow-through and is looking forward to welcoming new perspectives and areas of expertise as it grows.

The Corporation is entering an exciting new phase as it embarks on master-developing a multiple acre site in the City of Albany's downtown core. To tackle this complex and dynamic new challenge, the Corporation is expanding its nimble and dedicated team. The Vice President will play an essential role in this new venture.

### *General Responsibilities*

The Vice President role involves directing operational activities of the organization and its contracted partners, and managing complex and dynamic programs and projects in support of real estate development, business development and strategic economic development. The successful candidate will be a motivating leader with excellent interpersonal skills and the proven ability to manage and develop a small team of both senior and staff-level employees. The work will require considerable independent judgement and initiative, fluid collaboration with the internal team and external stakeholders, strong analytical and finance skills to solve complex problems, a detail-oriented focus on compliance and monitoring, and the ability to deftly represent the Corporation in collaboration with public and private sector partners at all levels. The Vice President will report to the President.

Minimum qualifications include a Bachelor's Degree in Public or Business Administration, Economic Development, Commercial Real Estate, or related field. A Master's level degree is strongly preferred. Extensive (7-10 years minimum) of progressively responsible work experience in economic development or a closely related field with three or more years at a managerial level is required. The ideal candidate will add a new perspective and skillset to complement the team's existing strengths. Capitalize Albany Corporation is an equal opportunity employer that values diversity. The salary for the Vice President is dependent upon qualifications and experience.

### *Job Description*

The incumbent plans, directs, and implements programming, project development, and operational/compliance activities of Capitalize Albany Corporation under the oversight of the President. The Vice President reports to the President. Supervision is exercised over professional staff.

Responsibilities will include:

1. Executing and implementing annual operating plans and activities that support strategic directions set by the Board of Directors and President
2. Providing strategic direction and implementation related to economic development programming and communications
3. Providing senior-level strategic, real estate and business development project management including initiation, ongoing relationship maintenance and compliance and monitoring services

4. Providing and overseeing regular business, investor and project outreach to ensure an environment of trust and follow-through between the Corporation and its stakeholders
5. Actively representing the Corporation with government officials, partner agencies, investors, leaders in the business community, contracted organizations and other stakeholders, advocating for Capitalize Albany's core values and programmatic efforts
6. Preparing content, production and distribution of marketing, business outreach, presentation and publicity materials to assure Capitalize Albany and its mission, programs, and services are consistently presented in a strong, positive image to relevant stakeholders
7. Acting as a liaison between Capitalize Albany and the community, building relationships with peer organizations when appropriate
8. Serving as a senior-level point of contact for and administering Corporate operational, finance, budget and governance matters
9. Assisting President and Controller with budget preparation, internal controls and other financial operations
10. Overseeing the operations of the organization and its contracted partners and managing compliance with respective legal and regulatory requirements
11. Coordinating information technology, human resources, payroll and purchasing activity
12. Overseeing the prudent management of the organization's resources within budget guidelines and safeguarding of the Corporation's assets

### *Applications*

If you are a qualified candidate excited about the opportunity to shape Albany's future, the Corporation is looking forward to your application. Please send an up-to-date resume and cover letter to:

Sarah Reginelli  
President, Capitalize Albany Corporation  
Employment@CapitalizeAlbany.com

### **300 Word Version – For Posting**

Capitalize Albany Corporation is searching for a proactive, collaborative and detail-oriented executive who has a track-record of innovative problem-solving and achieving impactful results. Capitalize Albany Corporation, a nonprofit 501(c)3 and local public authority, has been the designated economic development organization for New York State’s Capital City since 1979, providing strategic, real estate and business development services.

The Corporation is entering an exciting new phase as it embarks on master-developing a multiple acre site in the City of Albany’s downtown core, providing the opportunity to make a direct and lasting impact on the City’s skyline and economic vitality in a fast-paced and highly-visible environment.

The Vice President reports to the President and will direct operational activities of the organization and its contracted partners, and manage complex and dynamic programs and projects in support of real estate development, business development and strategic economic development. The successful candidate will be a motivating leader with excellent interpersonal skills and the proven ability to manage and develop a small team of both senior and staff-level employees. The work will require considerable independent judgement and initiative, fluid collaboration with the internal team and external stakeholders, strong analytical and finance skills, a detail-oriented focus on compliance and monitoring, and the ability to deftly represent the Corporation in collaboration with public and private sector partners at all levels.

Minimum qualifications include a Bachelor’s Degree in Public or Business Administration, Economic Development, Commercial Real Estate, or related field. A Master’s level degree is strongly preferred. Extensive (7-10+ years) of progressively responsible work experience in economic development or a closely related field with three or more years at a managerial level is required.

View the full job posting here: [www.capitalizealbany.com/news-events/2019/07/VP](http://www.capitalizealbany.com/news-events/2019/07/VP)

Applications including an up-to-date resume and cover letter can be sent to:

Sarah Reginelli  
President, Capitalize Albany Corporation  
Employment@CapitalizeAlbany.com

### **100 Word Version – For Posting**

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View the full job posting here: [www.capitalizealbany.com/news-events/2019/07/VP](http://www.capitalizealbany.com/news-events/2019/07/VP)

Please send an up-to-date resume and cover letter to:

Sarah Reginelli, President  
Employment@CapitalizeAlbany.com