

Business & Development Director

Reports To: Executive Director

FLSA Status: Exempt

Location: Pueblo, Colorado

Salary Range: \$95,000 to \$140,000

Position Summary

The Pueblo Urban Renewal Authority (the "Authority") Business & Development Director is responsible for the business operations as well as tracking and maintaining growth/investment within the Urban Renewal Area's. This role safeguards and augments the organizations operations to facilitate accelerating development and long-term success. Additionally, this role provides support for the Executive Director and may function as acting director in the Executive Director's absence. This position exercises independent judgement and decision-making.

This description is an overview and is intended to describe a general level of work being performed. It is not intended to be an exhaustive list of all functions and tasks required of the position.

Key Responsibilities

- **Plan and Undertaking development**
 - Evaluate project feasibility including financial, market, and economic impacts
 - Monitor timelines, budgets, and deliverables for redevelopment projects
 - Assist in negotiating agreements and facilitate project proposals
 - Ensure timely reporting and documentation required by regulators, partner agencies, and governing bodies
 - Assist with structuring financing packages for redevelopment projects
 - Build and maintain relationships with developers, investors, and business leaders
- **Financial Oversight**
 - Oversee internal administrative audits and policy reviews
 - Manage vendor, contractor, and service provider relationships and contracts
 - Prepare operational reports for the Executive Director and Board of Commissioners
 - Oversee procurement processes and vendor management
 - Develop and monitor budgets
 - Ensure accurate record-keeping and reporting for audits and board meetings
 - Assist in creating long-term financial sustainability plans
- **Business and Operational Management**
 - Assist in developing and implementing internal policies and procedures
 - Support project planning and execution in collaboration with the Executive Director

- Assist with public meeting logistics and compliance with open meeting laws
 - Ensure effective document management, recordkeeping, and compliance with retention policies
 - Develop reports, dashboards, presentations, briefings, and executive-level correspondence
 - Represent the organization at meetings, community events, or stakeholder engagements as assigned
 - **Workforce Resources**
 - Administer employee benefits, leave tracking, and HR communications
 - Maintain personnel files and ensure compliance with HR laws, policies, and reporting requirements
 - Assist with organizational planning, goal setting, and implementation of strategic initiatives
 - **Other duties as assigned**
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Skills & Competencies

- Ability to work and communicate well with diverse stakeholders in a professional and collaborative manner
 - Ability to build effective relationships with government agencies, developers, business leaders, and community partners
 - High proficiency with office software, communication tools, and administrative systems
 - Sound judgment, discretion, and ability to maintain confidentiality
 - Strong project management, analytical, and financial modeling skills
 - Ability to evaluate complex proposals, negotiate effectively and implement problem solving
 - Knowledge of diverse business functions and processes
 - Proficient with maintaining deadlines and multiple priorities
 - Strong understanding of economic development principles, redevelopment tools, and public finance tools (TIF, bonds, grants) preferred
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Minimum Qualifications

- An undergraduate degree with a preferred field of business administration, public administration or government administration with at least 2 years of business operations and/or financial experience
 - Minimum 6 years progressively increasing experience in business operations, public administration, finance, or similar would be considered in lieu of degree
 - Another appropriate combination of education and/or experience may be considered
- Must demonstrate intermediate-level knowledge of general computer operations (word processing, spreadsheets, etc.)
- Experience with business operations, financials, budgeting, and similar processes

- Experience working within city government, public agencies, redevelopment authorities, or nonprofit economic development organizations preferred
- Experience with development finance tools, including TIF, incentives, grants, or public-private partnerships preferred
- A valid Driver's License at the time of application and a valid Colorado Driver's License after 30 days of employment

Special Conditions of Employment

Must be available to work standard office hours in office. Select instances such as inclement weather etc. may allow for temporary remote opportunities.

Must be available for occasional evening or weekend meetings or events. Some travel may be required.

Must be able to maintain high levels of confidentiality and integrity due to sensitive information.

Physical Requirements

Must have the ability to lift and move files and supplies weighing up to 50 pounds. Work is sedentary and done in a seated position, but requires frequent moving about, standing, bending, kneeling, reaching, or stooping to access files. Must be able to speak and hear to communicate with board members, employees and members of the public by telephone or in person and use vision to operate a vehicle and work with written documents, forms, and to respond to board members, employees and members of the public.

Benefits

The Authority offers a rich benefits package, details of which can be found below:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Short-Term Disability
- Long-Term Disability
- Generous Paid Time Off
- 10 paid holidays
- Colorado PERA
- Automotive Stipend
- Cell Phone Stipend

How to Apply

To apply for the Authority Business and Development Director position submit a resume and cover letter to jobs@puebloura.org directed to Cherish Deeg, Executive Director by March 27, 2026.