



FMFADA
Deputy Director, Operations



**Fort Monroe Federal Area Development Authority
Ft. Monroe, VA
Deadline for Applications
Due 2 pm EDT, Monday, February 1, 2010**

FMFADA APPLICATION COVERSHEET

Posting Date: January 11, 2010
Posting #: 00008
Title: Deputy Director, Operations
Posting Agency: Fort Monroe Federal Area Development Authority (FMFADA)
Where work will be performed: Fort Monroe, Virginia

Applications will be received until: February 1, 2010

All inquiries for information should be directed to: Joan Baker, FMFADA Human Resource Director
Telephone: (757) 637-7778 Fax: (757) 637-7776
Email: jbaker@FMFADA.com

Applications should be sent or delivered to: Email: jbaker@fmfada.com ATTN: HRD
Mail: FMFADA
151 Bernard Road, Fort Monroe, VA 23651
Attn: Joan Baker

Name: _____

Address: _____

Zip Code: _____

Telephone: _____ Mobile: _____

Email: _____ Fax: _____

Signature: _____ Date: _____

I. Purpose

The Fort Monroe Federal Area Development Authority (“FMFADA”) is seeking a highly qualified and experienced Deputy Director of Operations. Fort Monroe represents an outstanding opportunity for a motivated applicant to work with the FMFADA to achieve the authority’s goals of financial sustainability and opening the garrison to the public. Fort Monroe is a National Historic Landmark District and the U.S. Army is scheduled to leave on September 15, 2011 pursuant to the recommendations by the Department of Defense Base Realignment and Closure Commission.



II. Introduction and Background

Location and History

Fort Monroe is located in Hampton, Virginia on Old Point Comfort where the Hampton Roads harbor and the Chesapeake Bay meet. Access to Fort Monroe is through Phoebus, with Mellen Street and Mercury Boulevard each leading to the installation's main entry gate. Fort Monroe encompasses approximately 570 acres, including 110 acres of submerged lands and 85 acres of wetlands. In addition, the garrison has more than 180 historic structures and features that contribute to the National Historic Landmark District.

The hallmark of Fort Monroe today is its stone fortifications and moat –the largest in the United States. It was constructed between 1819 and 1834. Originally named Point Comfort by Captain John Smith in 1607, the first fort at the site, erected in 1609, served to protect Jamestown colonists and was the first coastal fortification erected in British North America. Fort Monroe, and the fortifications that preceded it, have played a dominant role in every major American military conflict, from the Revolutionary War through current conflicts such as Operation Enduring Freedom in Afghanistan and Operation Iraqi Freedom in Iraq. Today Fort Monroe is host to several commands, including the U.S. Army Training and Doctrine Command Headquarters, Installation Management Command Northeast Regional Headquarters, U.S. Army Contracting Agency Northern Region Office, U.S. Army Accessions Command, and U.S. Army Cadet Command.

Existing Improvements and Amenities

Fort Monroe encompasses over 1.9 million square feet of built space in a diverse mix of real estate product types, including:

- 124 single-family homes and duplexes
- 168 historic and non-historic apartments
- 197,500 square foot Chamberlain Hotel offering luxury rental apartments¹
- 716,500 square feet of existing office space
- 208,000 square feet of storage and industrial shop space
- 324,800 square feet of community and recreational facilities
- 332 slip marina with 31,400 square feet of support space²
- Special event venues
- Casemate Museum, Fort Monroe moat, and coastal defense batteries

The present operating garrison has a beachside former officer's club, a state of the art fitness center, an activity center with lap pool, a regulation basketball court, a craft shop, a bowling alley, tennis courts, a baseball field, and miles of jogging tracks. Other amenities include access to several miles of beaches, shallow water at Mill Creek suitable for canoeing, sculling, and small boat usage, and a travel park for recreational vehicles.

¹ This property is under a long-term lease to a private party and will not be offered as part of the solicitation.

² The Old Point Comfort Marina will be offered under a separate Request for Proposals action.

Existing Army functions at Fort Monroe will primarily be relocated to nearby Fort Eustis, VA. However, it is expected that the U.S. Army will enter into an agreement with the FMFADA that allows for the Army's continued presence in much of Fort Monroe's housing and other buildings after the scheduled September 2011 transfer date, pursuant to a permit or other agreement until new Army facilities at Fort Eustis are ready for occupancy.

In August, 2009, the U.S. Army released a draft Environmental Impact Statement for the 2005 BRAC Recommendation; Disposal and Reuse of Fort Monroe. This document can be viewed at http://www.hqda.army.mil/acsiweb/brac/eis_docs/FtMonroe_DEIS.pdf.

The FMFADA

The Fort Monroe Federal Area Development Authority, or the FMFADA, is a political subdivision of the Commonwealth of Virginia established by the Virginia General Assembly in 2007. It operates pursuant to the Code of Virginia (§15.2-6300 through §15.2-6322), as well as other acts that provide it with additional specific authorities. The FMFADA is recognized by the Department of Defense as the Local Redevelopment Authority for reuse planning and implementation. The FMFADA will manage Fort Monroe in perpetuity.

The FMFADA consists of a chairman, an executive director, and board members. The FMFADA is supported by staff and consultants with expertise in the fields of town planning, architecture and design, real estate and economics, military base reuse law, environmental and civil engineering, historic preservation, recreation and heritage tourism, and public relations and marketing. Further information regarding the FMFADA may be found at <http://www.fmfada.com>.

Fort Monroe Reuse Plan

In August 2008, the FMFADA adopted the Fort Monroe Reuse Plan ("Reuse Plan"). The Reuse Plan includes official policies, land use concepts and limits, and fundamental planning principles as well as strategies related to preservation, economics, tourism, environment, transportation, infrastructure, and flood control. It is the officially adopted vision for the reuse of Fort Monroe. A separate Technical Support Manual complements the Reuse Plan and provides additional detailed analysis, supporting documentation, and recommendations. The text of these documents and additional information is available at the FMFADA's website, http://www.fmfada.com/business/reuse_planning/.

The Reuse Plan articulates five key principles for the reuse of Fort Monroe:

1. Respect the site's historic assets
2. Open the site to the public
3. Achieve economic sustainability
4. Create an open space park
5. Allow new development under strict limits.



III. Position Description

Position:	Deputy Director, Operations Fort Monroe Federal Area Development Authority 151 Bernard Road Fort Monroe, VA 23651
Category:	FTE with full state benefits/exempt position
Start Date:	March 15, 2010
Work Conditions:	Office environment in historic building, not ADA accessible. Light lifting. Regular 40 hour workweek, 8:30 AM – 5:00 PM
Reports to:	Executive Director FMFADA
Salary Range	mid \$90s

The incumbent will serve on the senior management team and report directly to the Executive Director of the Fort Monroe Federal Area Development Authority (FMFADA). The Deputy Director (DD) Operations will oversee the corporate operations department of FMFADA. The DD Operations will be responsible for the establishment, management, and oversight of day-to-day operating functions and will play an integral role in guiding the authority toward the fulfillment of its stated mission.

Responsibilities of the Deputy Director, Operations include but are not limited to the following:

1. Serve as the primary interface with the Executive Director on all operations and administrative issues.
2. Assist in the development and management of all financial plans, including the annual budget and business plan, organizational policies and procedures and accounting and financial reporting functions.
3. Ensure that relevant financial data is effectively and professionally presented to the Executive Director, senior management and the Board.
4. Work as a team member with the Deputy Directors of Real Estate, Heritage Asset Management and Public Programs in the accomplishment of their objectives.
5. Oversee the Finance Director and the Treasurer, to ensure compliance with generally accepted accounting practices.
6. Oversee treasury functions to include cash flow analysis, corporate and/or project financing, cash management and investing, fund administration/relationships and risk management.

7. Oversee the Director of Human Resources to manage FMFADA's human resource activities including, but not limited to, recruiting, hiring, compensation, benefits administration and oversight, compliance with all applicable state and federal laws, and professional training and development.
8. Oversee the creation and management of the Fort Monroe Brand ensuring that it remains consistent with the mission, vision and values of the authority and reuse plan. Adeptly coordinating all marketing efforts in conjunction with the efforts of the Marketing Director and other departments as appropriate.
9. Collaborate with the Deputy Director of Public Programs and other personnel in their efforts to raise and administer funds through a 501(c-3) foundation and from federal, state and local sources.
10. Oversee, through the Finance Director, the Procurement/Contract Manager in the solicitation, execution and administration of contracts with outside vendors and contractors in compliance with state and federal laws and policies.
11. Oversee all legal activities, in conjunction with in-house and/or outside legal counsel.
12. Oversee the Information Technology Manager in his/her efforts to design, implement and stay current on technology solutions for the multi-functional FMFADA organization.
13. Other duties as assigned by the Executive Director.

Qualifications

- Minimum of a Bachelor's Degree, ideally with an MBA, and 10+ years of experience. CPA is preferred.
- Expertise and extensive experience in the design and implementation of an operational infrastructure to execute the mission of a multi-functional organization.
- Strong operational experience in both a senior management role within an organization as well as building and managing a team with diverse backgrounds and experience.
- Demonstrated experience in several of the following operational areas: financial planning and analysis, all aspects of cash management and financial reporting, historic rehabilitation tax credits, brand development and marketing, human resources, information technology, and legal affairs.
- Previous experience in either corporate or project finance (preferably both).
- Background in the one or more of the primary disciplines of the organization including, Heritage Asset Management, Public Programs, or Real Estate development, management and/or operations a plus.
- Skills should include organizational development, personnel management, budget and resource development and management, strategic planning; demonstrated success developing and monitoring systems to manage both operational and programmatic work that involves high levels of collaboration.

- Excellent people skills, including the ability to collaborate with a dynamic leadership team, communicate with the Board and external stakeholders and manage and develop team members with diverse backgrounds and experience.
- Flexible and able to multi-task; can work in a fast moving start-up environment; demonstrated resourcefulness and able to set priorities and guide investment in people and systems.
- Professional experience with intergovernmental affairs, public agencies and/or the non-profit sector is a plus.
- Strong ability to understand and assist in multiple source fundraising efforts.

General Application Requirements

In order to be considered for selection, applicants must provide a cover letter, resume, FMFADA Application Coversheet, and FMFADA Application (see page 10-11). Please include in your cover letter an explanation of your understanding of the FMFADA Director of Operations position, and how your skills will address the needs of the FMFADA. These may be submitted electronically to jbaker@mfada.com or mailed to:

FMFADA
151 Bernard Road
Fort Monroe, VA 23651
ATTN: Joan Baker

Fort Monroe Federal Area Development Authority

Employment Application



Applicant Information			
Last Name		First	M.I. Date
Street Address			Apartment/Unit #
City		State	ZIP
Phone		E-mail Address	
Date Available	Social Security No.		Desired Salary
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

Education			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

References	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

Previous Employment			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Military Service	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

Disclaimer and Signature
I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.
Signature _____ Date _____