



Job Title: Director of Operations and Finance

Build Baton Rouge (BBR)

Background

Build Baton Rouge (BBR), also known as the East Baton Rouge Redevelopment Authority, is the official redevelopment agency for East Baton Rouge Parish. Established in 2007, BBR's mission is to revitalize underinvested areas and promote equitable development throughout Baton Rouge.

With an annual operating budget of approximately \$1 million, BBR has a proven track record of success with substantial opportunity for growth. To date, the organization has:

- Created 863 affordable housing units
- Awarded \$5.6 million in below-market-rate financing
- Helped establish TIF Districts to generate funding for community improvements
- Established a Land Bank Inventory with an asset value exceeding \$6.5M
- Led significant projects including the Florida Corridor Plan, Plank Road Eco Park, Electric Depot, and Managed Economic Development Districts

BBR plays a crucial role in shaping Baton Rouge's future through innovative urban planning, community development, and strategic partnerships.

Position Summary

The Director of Operations and Finance is responsible for overseeing the day-to-day operations and financial performance of redevelopment initiatives, ensuring that projects are executed efficiently, on time, and within budget. This role is critical for managing financial reporting, budgeting, and financial forecasting for redevelopment authority and projects while maintaining operational excellence in managing resources, processes, and staff. The Director will work closely with cross-functional teams, including development, planning, and construction, to ensure alignment between operational activities and financial goals.

Key Responsibilities



Operations Management

- Oversee the operational aspects of redevelopment projects, ensuring that activities run smoothly, resources are allocated efficiently, and timelines are met.
- Implement and optimize project management processes, tracking systems, and workflows to ensure high levels of efficiency and quality across all redevelopment projects.
- Collaborate with project managers, development teams, and external contractors to manage the day-to-day operations of construction, renovation, and community revitalization projects.
- Develop and enforce operational policies and procedures that streamline processes, mitigate risks, and drive project success.

Financial Oversight & Budgeting

- Lead the budgeting and financial forecasting processes for redevelopment authority and projects, ensuring financial integrity and compliance with funding requirements.
- Prepare and manage budgets for the authority, capital improvement projects, acquisition, and redevelopment efforts, ensuring that all projects remain on budget and meet financial goals.
- Develop financial models, analyze cost structures, and provide actionable insights to optimize cost efficiency across the portfolio.
- Monitor cash flow and expenditures, ensuring that the authority and projects are financially sustainable and funded through appropriate sources, including public, private, and grant-based funding.
- Provide regular financial updates and reports to senior leadership, stakeholders, and regulatory bodies.

Financial Reporting & Analysis

- Prepare and present monthly, quarterly, and annual financial reports of the authority and on the status of redevelopment projects, highlighting key financial performance indicators (KPIs), variances, and areas for improvement.
- Conduct financial analyses of project costs, risks, and potential returns on investment, providing recommendations to improve financial outcomes.
- Ensure all financial records, including transactions, invoices, and reports, comply with auditing standards and legal requirements.
- Track and manage all funding sources, including government grants, tax credits, and private financing, ensuring compliance with relevant rules and regulations.

Strategic Planning & Forecasting

- Lead long-term financial planning for redevelopment projects, aligning financial objectives with organizational goals and community priorities.



- Work closely with senior management and external consultants to assess feasibility and financial sustainability of the redevelopment authority and for new redevelopment initiatives.
- Develop risk management strategies to minimize financial exposure and protect the organization from market volatility, construction delays, or unforeseen financial challenges.
- Analyze market trends, local economic conditions, and property values to inform redevelopment investment strategies and guide future project decisions.

Team Leadership & Development

- Manage and mentor a team of financial analysts, accountants, and operations professionals, fostering a high-performance work environment.
- Provide leadership in cross-functional collaboration, facilitating communication between finance, planning, development, and construction teams.
- Identify skill gaps and develop training programs to ensure team members are well-equipped to handle evolving financial and operational challenges.

Compliance & Risk Management

- Ensure compliance with all federal, state, and local regulations, including financial reporting, tax filings, and grant administration.
- Implement and enforce internal controls and best practices to safeguard organizational assets and prevent financial mismanagement.
- Lead efforts to identify and mitigate financial and operational risks that could impact the success of redevelopment projects.

Qualifications

Education & Experience

- **Education:**
 - Bachelor's degree in finance, accounting, business administration, real estate development, or related field required.
 - Master's degree or professional certifications (e.g., CPA, CFA, PMP) preferred.
- **Experience:**
 - At least 5-10 years of experience in financial management, operations, or real estate development, with a strong track record of managing large, complex redevelopment projects.



- Experience in public-private partnerships, real estate finance, or urban renewal is highly preferred.
- Demonstrated expertise in financial modeling, budgeting, cost management, and cash flow analysis.
- **Skills & Competencies:**
 - Strong leadership, organizational, and project management skills, with the ability to manage multiple projects and competing priorities.
 - Advanced proficiency in financial analysis, modeling, and reporting tools (e.g., Excel, QuickBooks, SAP, etc.).
 - Knowledge of construction and redevelopment processes, including budgeting and financial considerations.
 - Excellent verbal and written communication skills, with the ability to present complex financial information to diverse audiences.
 - Ability to build relationships and work collaboratively with both internal teams and external partners, including government agencies, developers, and investors.

Preferred Qualifications

- Certified Public Accountant (CPA) or Certified Management Accountant (CMA).
- Experience in using project management software such as Microsoft Project, Asana, or Smartsheet.
- Familiarity with affordable housing finance, tax credits, and grant funding mechanisms.
- Knowledge of regulatory compliance requirements for urban renewal and redevelopment projects.

Work Environment

- Primarily office-based with occasional site visits to redevelopment projects or development partners.
- Some evening or weekend work may be required for project meetings, presentations, or events.
- Travel may be required for site evaluations or to attend financial or industry-related meetings and conferences.

Compensation

The salary range for this position is \$100,000 to \$150,000, contingent upon experience. Build Baton Rouge offers a comprehensive benefits package.



To Apply

Please send resume and cover letter to info@buildbatonrouge.org.

Build Baton Rouge is an equal-opportunity employer and encourages applications from individuals of all backgrounds and experiences. We are committed to building a diverse and inclusive team that represents the communities we serve. If reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, or if you have other questions, please email info@buildbatonrouge.org.

Please include the subject line: [YOUR NAME] Application for DOF

Deadline

Applications will be reviewed on a rolling basis until the position is filled. Interested candidates are encouraged to apply promptly, as this is a competitive position, and we aim to complete the hiring process in a reasonable time frame.

This is a unique opportunity for a passionate professional to drive equitable neighborhood revitalization and investment in East Baton Rouge Parish in a meaningful way.