Dear Friends,

The Board of Directors of the Washington State Major League Baseball Stadium Public Facilities District is engaged in one of the most important decisions facing any organization—hiring a new leader. For the first time in twenty years, we are in the process of hiring a new Executive Director.

All of us agree the Executive Director who is needed to take the District into the future must have three essential qualifications, which are defined in the attached Executive Director Hiring Announcement. They reflect the evolution of the Public Facilities District (PFD) and where the Board wants to take it in the future:

- An organization that effectively represents the public interest in ensuring that T-Mobile Park remains one of the top tier baseball parks in North America.
- An organization that is respected, trusted, and valued by the community, by the political, social, and business leaders throughout the region, and by the Seattle Mariners.
- An organization that joins with a variety of partners, including residents and businesses in the three neighborhoods that surround the ballpark (SODO, Pioneer Square, and Chinatown/International District), to improve the social, economic, and cultural quality of life.

As you see, we have high aspirations for the future. Having recently signed a new lease agreement with the Seattle Mariners that will keep the team in Seattle for at least the next twenty-five years, the District’s work is more vital than ever. But we need your help.

If you believe you are qualified to lead the Public Facilities District into this dynamic, exciting, and challenging future, we urge you to apply. If you know of people who are qualified, please share this hiring announcement with them, or give us their names and contact information so that we can contact them.

Thank you! We look forward to working with you to identify high quality candidates for the position. And we are enthusiastic about partnering with you to advance our shared vision of T-Mobile Park as a national role model and catalyst for strengthening the high quality of life in the Pacific Northwest.

Sincerely,

Stacy Graven
Chair, Public Facilities District Board of Directors
EXECUTIVE DIRECTOR HIRING ANNOUNCEMENT

The Board of Directors of the Washington State Major League Baseball Stadium Public Facilities District (PFD) is hiring a new Executive Director. Board members are seeking an Executive Director who can work with them to achieve the Board’s two primary interests, both of which reflect the PFD’s expanded role and responsibilities under the new lease with the Seattle Mariners: 1) transform the culture of the agency; and 2) modernize its operations and resources. The Executive Director serves as the face of the PFD to the Seattle Mariners and the community and implements the strategic direction of the PFD consistent with the Board’s vision.

The Board would like the Executive Director to begin working no later than the middle of January 2020. The application process will be open until a qualified candidate is hired, but the initial deadline is 22 November 2019 when members of the Executive Director Task Force will begin to review the applications. Early submission of applications is encouraged.

The current Executive Director works part-time and is an independent consultant with no benefits. The Board is interested in applicants stating a preference for full- or part-time employment based on the three essential qualifications, the primary responsibilities identified below, and the applicants’ experience. The Executive Director Task Force and the Board expect to discuss this issue with the semi-finalists and finalists for the position to ensure that the needs and interests of the PFD and the person who is offered the job are achieved. No matter the terms of employment, the PFD Board and Executive Director should have a sustained commitment to one another.

ABOUT THE PUBLIC FACILITIES DISTRICT (PFD)

The Washington State Major League Baseball Stadium Public Facilities District is a municipal corporation—an independent public authority created to build and oversee the Major League Ballpark in Seattle: T-Mobile Park. The PFD was created in October 1995 by joint action of the State of Washington and King County. State legislation enabled King County to create the PFD and authorized revenue to finance the ballpark’s construction. The County voted to create the PFD and implement authorized taxes.

On 1 January 2019, a new lease, funding agreement, and non-relocation agreement became effective. As a result, the Seattle Mariners will remain in Seattle for at least the next twenty-five years. Although the Seattle Mariners continue to operate and maintain the ballpark, the new lease expands the role and responsibilities of the PFD. For example, the lease gives the PFD the responsibility to oversee and manage five funds, to review and comment on the ballpark operations plan, and to review and approve a ballpark
management plan (including a capital expenditure plan) so that the ballpark remains a first-class facility in the top tier of all Major League Baseball stadiums. The lease will also lead to a concerted effort by the PFD to ensure that the stadium benefits the surrounding neighborhoods.

MISSION AND CRUCIAL PARTNERSHIPS

The mission of the Washington State Major League Baseball Stadium Public Facilities District (PFD) is to maintain and enhance our iconic baseball park in order to promote the success of Major League Baseball in the State of Washington, enhance fan enjoyment, and contribute to an economically successful, safe, desirable, innovative, and walkable stadium neighborhood.

To advance the organization’s mission, the Board is interested in strategically building, strengthening, and/or maintaining cooperative relationships with the Seattle Mariners, King County, the State of Washington, the City of Seattle, the Port of Seattle, representatives of our three adjacent neighborhoods—Pioneer Square, Chinatown/International District, and SODO (South of Downtown)—and the public-at-large.

REPORTING RELATIONSHIPS

A seven-member Board of Director governs the PFD. Four members are appointed by the King County Executive and confirmed by the Metropolitan King County Council. Three members are appointed by the Governor. Of those, one is nominated by the Speaker of the House of Representatives and one is nominated by the Senate Majority Leader. Board members are volunteers and serve four-year terms.

The Executive Director reports to the Board and plays a key role in helping the Board achieve its interests, vision, goals, and priorities.

PFD SEeks EXECUTIVE DIRECTOR WITH THREE ESSENTIAL QUALIFICATIONS

In light of the PFD’s increased role and responsibilities, the Board of Directors reached consensus that the Executive Director must demonstrate experience in the following three areas and possess these essential qualifications:

1. Ability to Support the Board in Transforming the Agency’s Culture

   Because of the expansion of the PFD’s role and responsibilities, the Board of Directors is working to transform the culture of the agency. Board members want the PFD to be a learning organization and the Board to be a high-functioning team. To meet the demands of the lease and the challenges of the future, the Board and staff must be forward thinking, united by strategic goals and objectives, and supported by improved structures, policies, and procedures. To ensure that the PFD takes advantage of and utilizes the diverse expertise, talents, and skills of the Board, the members must be equitably engaged in developing policy and making decisions. Decisions and actions must be transparent to and supported by Board members, staff, partners, key constituencies, and the public.

   Therefore, the Board seeks an Executive Director with a proven track record of effectively serving boards of directors, committees, or teams of elected or high-ranking appointed officials.
Organizational development expertise, strong communications skills, including verbal, written, and listening skills, and a record of gaining the confidence, trust, and respect of multiple bosses, colleagues, and associates are needed. Additional desirable skills include strategic, business, and/or financial planning expertise to help ensure that the PFD unites behind a long-term vision, and the goals, strategies, actions, and performance measures necessary to achieve it.

The Executive Director must be a strong leader, problem-solver, and self-starter because the PFD has had, up to this time, a staff of two, the Executive Director and Administrative Assistant. The Board assumes that because of the new lease’s requirements, the Executive Director and Board will engage in discussions about the level of staffing and use of consultants. The Executive Director must also be flexible and adaptable as roles, responsibilities, and relationships are implemented, tested, and refined.

2. Ability to Oversee the Implementation of the New Lease Agreements

The Public Facilities District is obligated to safeguard the public’s investment in the ballpark and ensure that the Seattle Mariners operate and maintain the ballpark as a first-class facility in the top one-third of Major League Baseball stadiums. A multi-year negotiation between the PFD and Seattle Mariners culminated last year in a new 25-year lease and a separate non-relocation agreement. The lease also created the Ballpark Neighborhood Improvement Fund to improve the fans’ experience and contribute to an economically successful, safe, desirable, innovative, and walkable stadium neighborhood.

Beginning in January 2019, the PFD assumed a greater role in the oversight of the stadium. This oversight includes reviewing and commenting on the Annual Operations Plan and reviewing and approving the Annual Management Plan (including the Maintenance Plan and CapEx Plan). The latter includes annual and rolling ten-year capital expenditure plans. The funding agreement between King County and the PFD provides a mechanism for the County, starting in 2021, to invest a portion of lodging tax revenues for infrastructure needs in the ballpark. In periodic reports to the King County Executive and Council, the PFD must demonstrate that the specific requirements for spending these funds are being achieved.

The Executive Director will lead the way in ensuring that the terms of the lease between the PFD and the Seattle Mariners are implemented, and that the financial accounting and reporting requirements of this public entity are met, including annual State audit reviews. Therefore, these areas of expertise are highly desirable: a) management of major public or private facilities; b) knowledge of public budgeting, accounting, and finance; c) contracts and grants administration; d) the management of consultants; e) negotiations and conflict resolution; and f) public disclosure, open meetings, and public records requirements. In addition, every five to ten years the Executive Director will be responsible for facilitating the Applicable Standard Review, the process by which representatives of the PFD, Seattle Mariners, architects, engineers, and building assessment professionals determine that the ballpark is being maintained as a first-class facility in comparison to other top-tier ballparks in Major League Baseball. This project is an example of the need for the Executive Director to be skilled in project management, consultant management, and facilitation.

Finally, because of the Board’s interest in transparency, the work of the PFD to safeguard the public’s investment in the operations and maintenance of T-Mobile Park may be the activity that attracts the
most media attention. Therefore, excellent communications skills and experience working with the media are desirable.

3. The Energy and Creativity to Manage Complex Relationships and Build Consensus

The new lease requires the PFD to work closely and cooperatively with a number of partners and stakeholders. First and foremost is the ball club, the Seattle Mariners. Because of changes in roles and responsibilities, the partnership will be even more complex. The ability to collaborate effectively with our partner on day-to-day activities and long-term priorities is a key factor to success in this role. The Executive Director must strike a balance between advocacy of the particular needs and desires of the PFD with a willingness to work with the Seattle Mariners in an open, respectful, and collaborative manner.

The Executive Director will also have to demonstrate these abilities when working with County, State, City, and other public officials. Expertise in the political arena and an understanding of how government and politics work will be the foundation for advancing the PFD’s interests, vision, mission, and goals with governmental partners. The Board is particularly interested in strengthening the PFD’s relationships with the King County Executive’s Office, County Council, and Department of Executive Services (specifically the Finance and Business Operations Division). A closer relationship with King County officials will help ensure understanding of and support for the PFD’s expenditure of County funds.

The Executive Director should also have experience in or familiarity with land use and transportation issues and the interests, needs, and concerns of grassroots organizations. The PFD is involved in complex land use and transportation issues, particularly in efforts to establish a Stadium District as an independent land use classification. This involvement requires that the PFD work closely and collaboratively with representatives of the City of Seattle, community groups in Pioneer Square, SODO, and Chinatown/International District, the Port of Seattle, and the Public Stadium Authority that oversees the management of CenturyLink Field and Events Center.

Administration of the Ballpark Neighborhood Improvement Fund is one of the PFD’s new responsibilities. To ensure that the funds are used to the maximum benefit of the interested and affected parties, the PFD will consult with the Seattle Mariners and representatives of the neighborhoods. The Executive Director will be the “Face of the PFD” as the agency increases its involvement in the community. Experience working in the public arena, with both governmental and non-profit agencies, will be an advantage in the position, as will experience with program management and administering contracts.

EXECUTIVE DIRECTOR’S PRIMARY RESPONSIBILITIES AND DESIRED QUALIFICATIONS

Primary Responsibilities:

- Work with the Board of Directors to ensure that the terms of the lease between the PFD and the Seattle Mariners are met and enforced.
- Develop and attain Board approval of the PFD’s annual operating budget and periodically report on estimated versus actual revenues and expenditures.
- Collect and deposit rent checks (50% is due every March 1st, and 50% is due every August 1st) into the PFD Operating Fund.
- Renew annual insurance policies (Property, General Liability, and Public Officials Liability).
- Obtain insurance certificates from the Mariners as required under the lease.
- Approve and document all receipts and disbursements of the PFD’s funds, including payments to staff and consultants and reimbursements to Board members.
- Reconcile each monthly General Ledger cash accounts with King County Fund statements.
- For the Operations Fund, record deposits of revenues and expenditures and revenues.
- For the Capital Projects Fund, receive and record the receipt of Admission Taxes (collected by King County), Parking Taxes, Revenue Sharing payments from the Seattle Mariners, and other annual contributions to the fund from the Mariners and PFD as required under the lease.
- Reimburse the Mariners for Capital Projects approved by the Board.
- Account for the deposits and disbursements of the Neighborhood Improvement Fund.
- Maintain the District’s accounting system.
- Prepare financial statements for the Annual Compilation Report by an outside CPA firm.
- File PFD financial statements with the State Auditor’s office.
- Manage the annual State Audit.
- Schedule, organize, and staff the quarterly Regular Meetings and any Special Meetings of the PFD Board of Directors.
- Organize and distribute to Board members prior to these meetings the agendas, resolutions, and other information to be addressed during the meetings.
- Oversee the Annual Independent Review and Report on the condition of the ballpark and the maintenance and operations practices of the Mariners. This includes: 1) work with the Mariners to develop the scope and coordinate the work of the consultant, and provide the consultant with access to the facility; 2) meet with the consultant and Mariners to review progress, findings and solutions to conditions that require correction; and 3) present the final report to Board of Directors.
- Every three to five years manage the Applicable Standard Review process, including plan and organize a group of Board Members, representatives of the Club, and Independent architects, engineers, and building assessment professionals to tour T-Mobile Ballpark and other ballparks around the country to compare the condition of these ballparks to T-Mobile Park to ensure that it is maintained in a first class manor and meets the “Applicable Standard” as defined in the lease.
- Respond in a timely manner to Public Disclosure Requests about the PFD and/or the ballpark.
- Keep the PFD Board of Directors informed of all pertinent issues affecting the PFD.
- Communicate with local and national media as required.
- Keep up-to-date on all issues and activities affecting the PFD and/or the facility, including: 1) local road and transportation projects; 2) zoning change and proposed changes; and 3) other activities in the Stadium District.
- Maintain a professional working relationship with the Seattle Mariners.
- Attend meetings with City of Seattle, State of Washington, King County, and Port of Seattle on issues affecting the area that surrounds the ballpark.
Desired Qualifications:

- Public and/or nonprofit executive experience.
- Expertise relevant to the operations and maintenance of sports, convention, and/or events facilities.
- Experience in lease and contract management and implementation.
- Ability to support an elected or appointed body in achieving a strategic direction.
- Ability to manage a budget.
- Experience in financial accounting and reporting and public disclosure requirements.
- Ability to build consensus and teamwork among diverse partners, including elected or appointed officials, employees and/or consultants, clients, governmental entities, and community groups.
- Strong communications skills, including persuasive writing and public speaking.
- A commitment to diversity, inclusion, and transparency.

Compensation

The salary range for this position is in the area of $125,000 to $175,000, depending on full- or part-time employment and experience. A benefits package will be determined during discussions with finalists for the position.

Application Process

To apply for the position, please submit a current resume and a letter of interest that specifically addresses your experience in and commitment to the three essential qualifications listed in this announcement. In addition, indicate your interest in full- or part-time employment. Please submit these materials to Mr. Jim Reid at jim@falconergroup.net.

To be considered in the initial round of application review, all materials must be received by 5 p.m. PST on Friday, 22 November 2019.

The privacy of applicants will be respected and preserved until the latter phases of the hiring process, subject to the requirements of the State Public Records Act. For example, the finalists’ primary references will be checked with their knowledge and permission.

Questions about the application process and this announcement may be directed to Jim Reid at (206) 225.4109 or to jim@falconergroup.net.

Hiring Schedule
The PFD’s Board would like the successful candidate to begin working in early January 2020. The application process will be open until a qualified candidate is hired. However, the screening of applications will commence on 22 November 2019 when members of the Executive Director Search Task Force will begin to review them.

- Application Period Opens: 1 November 2019
- Initial Screening of Applications Begins: 22 November 2019
- Search Task Force Interviews Semi-Finalists: 6 December 2019
- Board Interviews Finalists: 9 December 2019
- Board Announces the New Executive Director: Late December 2019
- Executive Director Begins Working at the PFD: Early January 2020

**NO DISCRIMINATION IN HIRING**

All qualified applicants will receive consideration for employment without regard to creed, age, race, color, religion, sex, sexual orientation, national origin, marital status, the presence of any sensory, mental or physical handicap, honorably discharged veteran or military status or the use of a trained dog guide or service animal by a person with a disability unless such limitations would preclude the performance of the role and no less discriminatory alternatives are available.