



## **Vice President, District Operations Cortex Innovation District**

### **POSITION SUMMARY**

The **Vice President, District Operations** is a full-time, salaried position with benefits, responsible for the management of day-to-day operations, parking assets, maintenance, construction, regional initiatives, security, and infrastructure improvements within the Cortex Innovation District. The Vice President, District Operations also will oversee the implementation of Cortex’s Sustainability [Plan](#) and liaise with community stakeholders on regional projects outside of the Cortex boundary. The Vice President, District Operations will work closely with Cortex staff, property owners, developers, regional initiative partners, property managers, the City of St. Louis, parking contractor(s), construction contractors, and community stakeholders to ensure a high-quality experience for tenants and visitors to the Cortex District.

Cortex believes its success is of vital importance to the future growth and prosperity of the St. Louis region, and seeks a committed individual who shares this vision, who desires to make a difference, and who wants to be part of a transformative organization.

### **ABOUT CORTEX**

Cortex is a vibrant space serving as an inclusive economic engine for St. Louis. Cortex creates equitable economic impacts by leveraging high-quality facilities, developing programs that build knowledge and networks, and convening strategic partnerships that attract and support emerging and established companies. Founded in 2002 through a collaboration of Washington University in St. Louis, BJC HealthCare, the University of Missouri – St. Louis, Saint Louis University, and the Missouri Botanical Garden, the Cortex Innovation District ([CortexSTL.org](http://CortexSTL.org)) is an internationally recognized hub of innovation and entrepreneurship with a mission to accelerate inclusive economic growth in the St. Louis region. Cortex’s current 5-year strategic plan can be found [here](#).

### **REPORTING STRUCTURE**

Reports to: Chief Financial Officer  
Direct reports: Operations + Sustainability Manager  
Collaborates with: Staff, Cortex Board of Directors members, partner organizations, and developers

### **RESPONSIBILITIES**

#### *Department Operations*

- Define and implement operations strategy, structure, and processes.
- Prepare, manage, and execute annual operations budget.
- Create and maintain policies and procedures for all areas of responsibility.



- Coordinate with the Finance Department on expenditures and project budgeting.
- Mentor, and implement continuing education for direct report.

#### *Stakeholder Engagement*

- Be a proactive and positive partner with the City of St. Louis and external stakeholders (WashU Dept. Sustainability, Greater St. Louis, Inc, Metro, Great Rivers Greenway, Metropolitan St. Louis Sewer District (MSD), and others) on St. Louis regional projects such as sustainability, real estate initiatives, building policy, and public transportation.
- Oversee relationships with community partners (WashU / BJC / CWE NSI) on mobility and transportation, security, and construction coordination.
- Serve as primary liaison with the City of St. Louis on public realm issues (streets, parking, police, etc.).
- Serve as Cortex representative for St. Louis Development Corporation construction project compliance reporting.
- Oversee property management companies for all Cortex owned properties.

#### *Project Management*

- Oversee the implementation of the Cortex Sustainability Plan and related initiatives.
- Manage all Cortex-owned construction projects, infrastructure and general maintenance for areas including the Cortex Commons, streetscapes, and vacant properties.
- Oversee day-to-day management of existing parking assets and day-to-day operations in conjunction with external parking manager company.
- Manage Metropolitan St. Louis Sewer District (MSD) Green Infrastructure Program reporting.
- Complete on-going project and departmental reporting and evaluation.
- Other duties as may be assigned.

**SKILLS, ABILITIES AND ATTITUDE.** *While we do not expect all applicants to have all the following characteristics; we are hoping for a mix of:*

- A minimum of 5 years relevant experience is required.
- Track record as a team leader with an understanding of best management practices.
- Demonstrated project and budget management skills.
- Aptitude for, and eagerness to, develop productive relationships with District partners, property owners, property managers, tenants, contractors, developers, and public officials to collaborate on district operations.
- Demonstrated experience with commercial construction.
- Strong business acumen with a broad understanding of fundamental business principles.
- Analytical problem-solving skills with strong attention to detail.
- Ability to drive process improvement.



- Excellent oral and written communication skills.
- Ability to negotiate and execute contracts.
- The confidence to represent Cortex in public forums, including group tours and presentations.
- Proficiency in Microsoft Office (Outlook, Excel, Sharepoint).
- A passion for an impactful mission.
- Strong commitment to diversity, equity, and inclusion.
- Experience in creating and maintaining an inclusive workplace environment.
- Experience working with current Cortex online platforms including Insperity, monday.com, Sage Intacct and/or Gorilla Expense.

### **DIVERSITY, INCLUSION AND EQUITY**

Cortex actively seeks to increase diversity of its workforce. Cortex is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.

### **COMPENSATION**

The hiring range for this position is \$110,000-\$120,000. Cortex employees also receive a benefits package that includes health insurance, 10 holidays, 20 days of PTO a year, 10% 401K matching after 6 months, professional development support, and others. Work location is primarily in-person in the Cortex Innovation District, with the ability to occasionally work remotely as needed.

### **RESUME SUBMISSIONS**

To apply, please submit your resume and a cover letter detailing your experience and qualifications to [resumes@cortexstl.org](mailto:resumes@cortexstl.org). We will interview until we fill the position but prefer a submission date of **August 31, 2024**.