



# EXECUTIVE DIRECTOR



**BOB MURRAY  
& ASSOCIATES**  
EXPERTS IN EXECUTIVE SEARCH

## THE COMMUNITY

The Capitol Area Development Authority (CADA) is located in California's capital city of Sacramento. Sacramento is California's sixth largest city and boasts a citywide population of just over a half million residents and more than 2.1 million residents countywide. Sacramento is the cultural, educational, business, and governmental center of a six-county metropolitan region and serves as the center stage for governmental policy for the entire State. In addition, the City offers a dynamic business sector, an expanding public transportation system (including Light Rail), affordable housing, and growing cultural, educational, and medical facilities that serve the needs of its people.

Peacefully located in a leafy valley of scenic rivers and canopies of trees, Sacramento is a cosmopolitan convergence of tall buildings, hearty Victorians, splendid restaurants and shops, a vibrant arts scene, and a virtual cornucopia of state-of-the-art meeting facilities. As one of the fastest growing regions in the United States, Sacramento's residents enjoy professional ballet, opera, theater, outstanding museums, one of the best small zoos in the country, the NBA's Sacramento Kings, and the AAA baseball team River Cats. Each year the City hosts a variety of recreational, entertainment, and cultural activities.

Located 90 miles northeast of San Francisco, Sacramento enjoys mild to warm year-round temperatures. The City has been called a snapshot of Wild West history in a modern, world-class city. With a plethora of first-class hotel rooms and attractions, Sacramento offers an affordable and exciting vacation and meeting destination. Its amenities, combined with the rich history of California's Wild West, help visitors once again discover gold in California's Capital City. The restored State Capitol, miles of rivers and parkways, North America's largest railroad museum, and the Old Sacramento restoration are just a few of the City's many attractions. The region is served by law schools, a California State University, a University of California campus, a private university, and numerous community colleges.

## THE ORGANIZATION

The Capitol Area Development Authority is a public agency charged with creating new urban infill housing, managing residential and commercial properties owned by the state, and enhancing the State Capitol environment. CADA functions much like a private property management and development company. It is a "joint powers authority," created by a partnership between the California State Department of General Services and the City of Sacramento. Its activities are overseen by a five-member board of directors which meets monthly. The CADA Board's meetings are open to the public. CADA manages and develops State-owned properties within a 53.5 block area south and east of the State Capitol in Sacramento and has been a critical player in the revitalization of the R Street Corridor. CADA has annual revenues of \$15.2 million and a staff of 46 (45 full time and one part time employee). Its revenue is used to manage the state residential and commercial property portfolio; initiate private development of new housing;



and to enhance the Capitol area for the enjoyment of the state workforce, local residents, and visitors to the Capitol. CADA's 2016-2021 Strategic Plan addresses the implementation of the Capitol Area Plan, takes steps to assure there are adequate resources to fulfill its mission and maintains stakeholder consensus. The Capitol Area Plan was adopted in 1977 (updated in 1997 and expanded in 2002) and presents a comprehensive, long-term plan for the development and conservation of the Capitol Area.

## HISTORY

The Capitol Area Development Authority was established in 1978 to manage residential and commercial properties acquired by the state in the 1960s for construction of a state office campus. When the state determined it did not need all the property for state office purposes, it established CADA, in partnership with the City of Sacramento, to serve as the State's property manager. In addition to managing the state's residential and commercial properties in the Capitol Area, CADA was given responsibility for facilitating new residential construction by private developers on State-owned underutilized property. Since its inception, CADA has initiated private development of over 1,000 new residential units on land previously owned by the state.

In 2013, CADA formed an affiliate nonprofit, the Capitol Area Community Development Corporation (CACDC) so that it might better address the community's affordable housing crisis and take advantage of various federal, state, and local affordable housing funding programs. CACDC is not limited to development of former state-owned properties. CACDC is a partner in development of two affordable housing projects that are now under construction and has two additional projects in the pipeline. Reduction of CADA's carbon footprint and sustainable property management initiatives are of significant importance to the organization. For more information on CADA, please visit our website at [www.cadanet.org](http://www.cadanet.org). For information on the Sacramento area, please visit [www.sacramento.com](http://www.sacramento.com).

## THE POSITION

The Board of Directors seeks an Executive Director to serve as the Chief Executive Officer and manage the five service units of the Authority: Administration, Asset Management, Property Management, R Street Project Area, and Development. The Executive Director reports directly to the Board of Directors, which consists of two State of California appointees, two City of Sacramento appointees, and one member appointed by the Board. The first year expected outcomes for the Executive Director include:

### Within 90 days:

1. Conduct an organizational review and become familiar with the issues, structure, processes, development projects, the Capitol Area Plan, the CACDC, and CADA's employees.
2. Identify and meet with CADA's key stakeholders and institutional partners (the State Department of General Services (DGS), local State Legislators, the Mayor of Sacramento, Sacramento City Council Members, the City Manager, real estate development interests, and community and neighborhood leaders).
3. Become intimately familiar with CADA's history and previous strategic plans and to have developed a clear understanding of Downtown Sacramento's commercial and residential real estate market. This familiarity and understanding will provide the basis for commencing with the development of a new five-year strategic plan.

### Within 180 days:

4. Begin the process of creating a new five-year strategic plan, including strategizing with key stakeholders to refine CADA's mission and addressing the State's evolving interest in the Capitol Area and R Street Project Areas.

### Within 270 days:

5. Create the new strategic plan and begun implementation.

### Within 1 year:

6. Functioning as an effective manager.
7. Leading the implementation of the new strategic plan.
8. Effectively representing CADA's interests in coordination and collaboration with CADA's key stakeholders and institutional partners.

## THE IDEAL CANDIDATE

The Capitol Area Development Authority is seeking candidates who pride themselves on being consensus builders and who take a collaborative approach to working with others. Strong candidates have a commitment to CADA's role in mixed-use urban redevelopment and they motivate others through their creativity and a solutions-focused approach. They possess the utmost in integrity and conduct themselves with the highest ethical standards. Those with exceptional experience in commercial and property redevelopment, especially in regard to initiating and collaborating with public and



private partnerships on redevelopment projects will be most competitive. Candidates who have the ability to develop a vision of Sacramento's downtown commercial and residential property market and to strategize with stakeholders to achieve that objective are particularly desired. The Board is also looking for someone who has the skill to define CADA's role in this vision and identify future opportunities. Those who can effectively serve as a point of contact for key constituents including the State Legislature, Sacramento City Council, private sector developers, and community members - in the planning and management of redevelopment efforts, including developing and promoting an integrated urban design plan to include residential, commercial, and transit-oriented development are desired. Any combination of education, training, and experience that demonstrates the capacity to successfully perform these duties and achieve these expected outcomes is qualifying. Typical qualifications would include:

- 10-15 years of administrative experience in an organization with a minimum of \$5 million in revenues and not less than 20 employees;
- Experience with public agencies, progressive urban and regional planning principles and practices, and real estate development and management programs; (to include public participation processes, smart-growth, and transit-oriented principles);
- Experience creating and executing an organizational strategy that balances the interests of diverse stakeholders;
- Familiarity with California's political and administrative institutions, including a fundamental understanding of key players and their roles and responsibilities;
- An understanding of low and moderate-income housing and tax increment financing;
- Experience working directly with elected and/or appointed officials and a Board of Directors;



- Experience with the audit requirements and the accounting principles of a public agency;
- Experience in property management; and
- A minimum of an undergraduate degree in a related field.

## COMPENSATION AND BENEFITS

The salary for the Executive Director is \$139,368-\$209,040 and is negotiable depending on qualifications. CADA also offers an attractive benefits package:

**Retirement (CalPERS)** - Retirement is provided through CalPERS. Monthly contributions are paid by CADA and employees.

**Deferred Compensation 457 plan (CalPERS)** - Employees have the option of making monthly contributions.

**Medical Insurance (CalPERS)** - Various health plans are available through CalPERS to employees and dependents.

**Dental Insurance** - Dental coverage is available to employees and dependents.

**Vision Insurance (VSP)** - Vision coverage is available to employees and dependents.

**Sick Leave** - Full time employees accrual rate is 8 hours per month. No cap on hours accrued. Part time employees receive 24 hours of sick leave per calendar year. No carry-over from year to year.

**Vacation Leave** - Accrued at 10 days per year for 1-3 years of service. Accrued at 15 days per year for 3-10 years of service. Accrued at 20 days per year for over 10 years of service.

**Management Leave** - Exempt employees receive 40 hours of Management Leave each calendar year. There is no carry-over provision from year to year.

**Holidays** - Employees receive paid time off for 15 major holidays per year (14 whole days plus 2 half days).

**Bereavement Leave** - Up to 3 days per calendar year.

**Employee Assistance Program** - Free confidential counseling and referral services to employees and dependents.

**Long-Term Disability Insurance** - Insurance coverage provides income security to disabled employees up to 66 2/3 of their monthly salary. Income is considered taxable. Coverage is free to employees.

**Life Insurance** - Insurance coverage to the employee's beneficiary equal to one and one-half of the employee's annual salary. Coverage is free to employees.

**Long-Term Care (CalPERS)** - Optional benefit available through CalPERS.

**Direct Deposit of Paychecks** - Optional benefit available to employees.

**Parking and Transportation** - Parking is provided free of charge. Monthly transit pass reimbursement is available in lieu of parking.

## TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

[www.bobmurrayassoc.com](http://www.bobmurrayassoc.com)

**Filing Deadline:  
November 9, 2022**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with CADA. Candidates will be advised of the status of the recruitment following selection of the Executive Director.

If you have any questions, please do not hesitate to call Joel Bryden at:

(916) 784-9080

