



## **Vice President of Business Development & Capital Projects**

### **Overview**

The role of VP of Business Development and Capital Projects is a full-time senior management position that reports directly to the President and CEO of The Fort Ticonderoga Association and focuses primarily on the earned income side of Fort Ticonderoga operations. The position has a two-fold focus: Capital Projects and Business Development

### **Capital Projects**

- Oversee the entire process of capital projects, from planning and pre-development to acting as project and development manager throughout the life cycle of projects.
- Identify new capital projects and investigate the feasibility of such projects, including preliminary costings, possible earned income generation and potential alternate sources of funding, such as grants, tax credits and the like.
- Engage project architects, consultants and services providers, as well as work with town and state authorities on permits and applications.
- Develop programmatic plans for proposed capital projects, together with designers and architects.
- Facilitate any civil engineering or site work improvements associated with new capital projects, liaising with Fort Ticonderoga's own operations and maintenance team as well as external authorities and relevant consultants.
- Develop budgets and schedules for capital projects and work to ensure that projects are completed on time and on budget.
- Oversee the creation of relevant positions that will support earned income outlets, such as F&B director, event and catering manager, event sales and marketing and others.
- Work with the Office of the CEO in devising long-term capital growth and earned income plans that will significantly add to the financial viability of the organization.

### **Business Development:**

- Develop the business and strategic plans attached new capital projects that fall under the earned income side of Fort Ticonderoga operations, specifically F&B, retail, meetings, conferences, weddings, special events and other hospitality development related areas.
- Identify and write grants that help fund all or portions of capital projects.

- Take the lead on applying for historic tax credits and working with relevant service providers in setting up associated LLCs and devising the business and investment models associated with each project applicable for such credits.
- Develop and manage budgets and cash-flow projections for all earned income aspects of Fort Ticonderoga.
- Develop relationships with potential commercial, government and education partners associated with earned income and capital projects.
- Ensure compliance with grants in the development and execution of capital projects that include funding by such alternative sources.

**Required Skills or Experience:**

- Strong background in development or project management, with experience in all phases of the construction and design process, from concept design to full construction drawings and the construction phase itself.
- Familiarity with building the capital stack associated with hospitality assets and setting up the associated LLCs or for-profit entities.
- Familiarity with historic tax credits and associated business plans and company structures.
- Strong understanding of cash-flow projections and budgets associated with hospitality outlets (cafes, retail stores, restaurants, meeting/event spaces and hotels).
- Strong communication skills are essential; must be able to communicate and articulate capital projects and earned income projects to stakeholders and potential partners. Ability to interact effectively with a wide range of constituents and individuals
- Excellent problem solving skills required with a keen attention to detail.
- Experience working in for-profit and non-profit environments preferred.

**Qualifications:**

Bachelor's degree required and advanced degree preferred in business, project management, administration or other related field.

This position reports to the President and CEO. Salary and compensation package is commensurate with experience. Fort Ticonderoga is an Equal Opportunity Employer.

Fort Ticonderoga is a 501(c)3 non-profit educational organization whose mission is to *preserve, educate, and provoke an active discussion about the past and its importance to present and future generations. We foster an on-going dialogue about citizens, soldiers, and nations through America's military heritage.*

To apply send letter of interest, resume, and three reference to Beth Hill, President and CEO, The Fort Ticonderoga Association at P.O. Box 390, 30 Fort Ti Rd., Ticonderoga, NY 12883 or e-mail [bhill@fort-ticonderoga.org](mailto:bhill@fort-ticonderoga.org). Faxed applications may be sent to 518-585-2210. For more information call 518-585-2821. For additional information on Fort Ticonderoga visit [www.FortTiconderoga.org](http://www.FortTiconderoga.org). Submissions must be received by June 21, 2019.

Current: 6/16/2019