



ALBANY
CONVENTION
CENTER
AUTHORITY

Request for Interest

The Albany Convention Center Authority is seeking qualified candidates for the position of:

EXECUTIVE DIRECTOR

About the position:

The Executive Director is the Chief Executive Officer of the Albany Convention Center Authority (ACCA) and has overall administrative responsibility for the management and operations of the ACCA, reporting directly to its Board of Directors. This is Full-Time position which includes supporting the management by ASMGlobal Albany of the Albany Capital Center, a contemporary convention, tradeshow, and meeting venue located at 55 Eagle St. in historic downtown Albany New York.

Link to information video clip: https://youtu.be/KVUjMK_H14M

About The ACCA:

Established by legislation enacted by the New York State Legislature in 2004, The Albany Convention Center Authority, a New York State Public Authority, is a public benefit corporation established to; design, develop, plan, finance, create, site, construct, renovate, administer, operate, manage, and maintain a convention center and related facilities located in the City of Albany, New York.

The ACCA is governed by a 9 member board of directors, appointed by New York State, Albany County, and the City of Albany who serve as volunteers in support of the mission of the Authority and the position of Executive Director.

Link to information about the ACCA: <https://www.albanycapitalcenter.com/acca>

About The Albany Capital Center:

The Albany Capital Center opened March 1, 2017, and is operated by ASMGlobal Albany LLC., a worldwide management firm with over 350 venues as part of its portfolio, 86 of which are convention centers.

In the years since, the facility has held over 900 events, welcomed over 500,000 attendees, generated over 110,000 hotel room nights, supported over 28,000 jobs, while producing nearly \$76 M in visitor spending and \$9M in State & Local sales tax.

Poised to reach stabilization in 2020, just three years open and delayed only by the COVID pandemic, the center is again positioned to achieve that goal, with an established market share, a seasoned management team, and fully supported by a committed governing Board.

The Albany Capital Center operations are funded by event generate revenue and from portions of the Albany County Hotel/Motel Occupancy tax as part of the plan crafted by State, County, and City leaders in support of generating positive economic impacts to benefit the Capital Region.

In consideration of again reaching stabilization and for the Albany Capital Center to reach its full potential, there is renewed consideration being given to expansion within and beyond the current footprint, both having been identified by independent market studies as necessary for the Albany Capital Center to capture and then retain its market share.

Link to information about the Albany Capital Center: <https://www.albanycapitalcenter.com/>

Distinguishing Features & Duties of the Position:

- This is a full-time senior public sector management position, for a highly functioning individual with the capacity to work independently.
- The Executive Director has the ultimate responsibility for the day to day management, operation and leadership of the ACCA, oversight of the Albany Capital Center manager, and to advise the Chairperson of the ACCA Board and report to the ACCA Board of Directors.
- Familiarity with the function of public authorities, procurement processes, state and local government and public finance, with the ability to then communicate effectively with the ACCA Board and key stakeholders.
- The ability to coordinate the activities of outside consultants and advisors, including those providing; Accounting, Financial, Legal, Public Relations/Media, Design & Construction, and Market Analysis services to the ACCA and ASM Global Albany LLC.
- Maintain a public presence on behalf of the Authority, the ACCA Board, and the Albany Capital Center in fulfillment of its mission.
- Recognize and address the needs of the ACCA, the ACCA Board, and the Operator of the Albany Capital Center in protection of public investment.

Interview Particulars:

Candidates will be considered for having demonstrated abilities in developing and maintaining Government Relations, familiarity with Public Finance & Accounting, working knowledge of Contract Administration & Facilities Management, and experience with both Community Engagement and the Hospitality Sector.

Compensation:

A competitive compensation package commensurate with the qualifications and experience of the selected candidate and the responsibilities of the position will be established.

Submission Requirements:

All interested candidates are encouraged to submit a letter of interest and current resume via:

Email to:

- info@accany.com Attn. Michele Vennard

US mail to:

- Michele Vennard, Chair, Albany Convention Center Authority Board
c/o Albany Capital Center
55 Eagle St.
Albany, NY 12207

The ACCA will commence interviewing qualified candidates virtually and in-person this coming October. The ACCA will continue to accept and consider candidates until a selection is made. Only those candidates that are being considered for an interview will be contacted by the ACCA.

No telephone inquiries will be accepted.

The Albany Convention Center Authority is an Equal Opportunity Employer

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