



S. RENÉE NARLOCH  
& ASSOCIATES  
PROFESSIONAL EXECUTIVE RECRUITMENT



# BOYNTON BEACH COMMUNITY REDEVELOPMENT AGENCY

INVITES YOUR INTEREST IN THE POSITION OF  
**EXECUTIVE DIRECTOR**

# THE COMMUNITY

The City of Boynton Beach is the third largest municipality in Palm Beach County with an estimated population of approximately 80,139 residents. Residents of Boynton Beach enjoy a tropical lifestyle with waterfront dining, abundant shopping, and lively entertainment throughout the week. With hundreds of restaurants, outdoor lifestyle shopping centers, and a regional mall, residents do not have to travel outside the City to dine, shop, or to be entertained.

The City operates 9 recreation centers, 29 parks, a swimming pool, and a municipal beach and offers many youth, teen, adult, and senior programs. Professional, dedicated staff members, with the assistance of valuable volunteers, manage the year-round recreation programs and activities and maintain parks and open spaces for the enjoyment of people of all ages and abilities.

# THE AGENCY

BBCRA is a special district created by the City of Boynton Beach. It is governed by the BBCRA Board, consisting of the five elected officials of the City Commission, whereas the Mayor acts as the BBCRA Board Chair.

The BBCRA's mission is to serve the community and strive to create a more vibrant, livable, and healthy city for both residents and visitors of Boynton Beach.

The BBCRA and all CRAs located within the State of Florida operate under Florida Statute Chapter 163, Part III, whereby local governments are able to designate selected portions of a city as a Community Redevelopment Areas (CRA) where slum and blight exist. Examples of conditions that can support the creation of a CRA are not limited to the presence of substandard or inadequate structures, a shortage of affordable housing, and inadequate infrastructure. By improving deteriorated areas through revitalization efforts, the BBCRA improves property values within the designated CRA area, increasing property tax revenues.

The BBCRA is responsible for developing and



implementing the Community Redevelopment Plan that addresses the unique needs of the designated BBCRA Area, which spans 1,650 acres within eastern Boynton Beach. The Redevelopment plan includes the overall goals for redevelopment and identifies the types of projects planned for the Area. Examples of projects include Streetscape improvements, redevelopment incentives for such things as façade improvements and structural improvements, infill and affordable housing, downtown and waterfront revitalization, business promotional incentives and programming to activate storefronts, and community policing programs. The Community Redevelopment Plan is a living document that can be updated to meet the changing needs within the BBCRA Area.

The BBCRA is funded through tax increment revenues. Properties located in the BBCRA Area do not pay additional property taxes; instead, a portion of the annual City and County taxes collected in the redevelopment area are transferred to the BBCRA for redevelopment activities. The greater the increase in taxable property values of the BBCRA's base year (1982), the larger the incremental increase in revenues transferred to the BBCRA. Other funding sources for redevelopment include City-issued taxable and nontaxable bonds.

Boynton Beach is quickly becoming one of Palm Beach County's most popular and accessible waterfront destinations. The BBCRA owns the Boynton Harbor Marina, a premiere waterfront destination and full-service recreational marina that offers a variety of activities and amenities. The marina is the eastern anchor of the downtown core and the only South Palm Beach County publicly owned marina.

The CRA Board appoints the Executive Director, who supervises 10 FTEs and provides oversight and management of the agency's budget (2025) of \$25.5 million and the Community Redevelopment Plan. The agency administers a CRA Advisory Board, which is a volunteer Board comprised of seven individuals appointed by the City Commission. The Advisory Board makes recommendations on the programs, activities, and funding issues affecting the

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implementation of the CRA Plan. For details regarding the agency's projects, initiatives, and FY24-25 goals and objectives, please visit <https://www.boyntonbeachcra.com>.

## THE POSITION

The Executive Director is a highly responsible position that manages the day-to-day operations and oversees a wide variety of redevelopment and economic development activities that include fiscal operations, policy making, capital project administration, BBCRA program management, redevelopment plan implementation, property acquisition, business incentives, new business development, business attraction and retention, special business promotion activities as well as the management and maintenance of BBCRA-owned properties.

The Executive Director serves as a liaison to businesses and property owners with the overall goal of enhancing the physical and economic character of the districts. Advanced professional work is focused on revitalization and community enhancement within the BBCRA Districts through redevelopment, capital improvement, and branding. Responsibilities and duties of the Executive Director include, but are not limited to:

- Carries out the policies established by the five-member BBCRA Board, which oversees the redevelopment of the six BBCRA Districts.
- Oversees the day-to-day agency operations.
- Provides oversight and management of Federal/State Grant programs designed to assist with redevelopment goals within the BBCRA Area.
- Provides comprehensive knowledge of redevelopment programs and their financing.
- Develops potential incentive packages, provides market assessments/impacts, and monitors development trends.
- Writes developer requests for proposals for the purpose of disposing of BBCRA land for redevelopment.
- Evaluates and drafts recommended updates and amendments to the BBCRA Plan.
- Attends training sessions and conferences pertaining to BBCRA operations.
- Prepares and manages annual BBCRA budget and compliance monitoring with F.S. Chapter 163 Part III.



- Assists with the development of capital projects included in the 2016 Boynton Beach CRA Redevelopment Plan; tracks the economic impact of those projects on redevelopment activities city-wide.
- Makes public presentations to the BBCRA Board, City Commission and other public/private organizations regarding BBCRA redevelopment, BBCRA business, initiatives, and focus.
- Acts as a technical advisor to the Community Redevelopment Agency Board (City Commission) and BBCRA Advisory Board.
- Prepares and manages BBCRA budget; identifies and accesses funding sources; maintains relationships with funding sources; administers contractual agreements with other governmental agencies.
- Oversees the management and administration of capital projects within the BBCRA districts.
- Promotes and disseminates information about BBCRA activities to stakeholders through media, print, and social media; attends and conducts various meetings and presentations.
- Negotiates and administers contracts, incentives, developer agreements, and projects; administers same.
- Assists private developers and business owners with site planning, zoning, platting, variances, incentives, and other regulatory issues associated with redevelopment and economic development in the BBCRA.

- Attends monthly meetings of the BBCRA Board and the CRA Advisory Board, as well as City Commission and community meetings to keep abreast of activities and programs and provide information and/or answer questions as necessary.
- Represents the BBCRA at community meetings regarding BBCRA matters within the scope of the BBCRA activities.
- Oversees hiring of BBCRA employees, consultants, and experts as provided for in the annual budget.
- Supervises BBCRA employees, consultants, and special projects.
- Other duties as assigned.



The ideal candidate will have exceptional leadership skills and an open and collaborative management style to provide clear direction to the agency and achieve the goals and objectives set forth by the Board. The Executive Director must build strong relationships, trust, and rapport with a wide variety of stakeholders and partners. A personable, approachable, and team-oriented individual with exceptional interpersonal and communication skills is needed. A leader who supports staff and encourages professional development, training, and ideas is essential.

Requirements include a bachelor's degree from an accredited college or university with a major in business, urban planning, finance, construction management, or a related field and/or a minimum of 5 years of experience in the public/private sector in a progressive city in real estate development, planning, project management, economic development and/or any equivalent combination of training and experience. A master's degree is preferred.

Affiliations or membership with trade associations exemplifying additional education is a plus, such as the Florida Planning Association, Urban Land Institute, Florida Redevelopment Association, International Council of Shopping Centers, NAIOP, IEDC, or other related associations. Professional certifications are a plus. A comparable amount of training and experience may be substituted for the minimum qualifications.

# COMPENSATION

Starting salary will be competitive and negotiable based on the qualifications and experience of the individual selected. Florida does not have a state income tax.

# TO APPLY

If interested in this outstanding opportunity, please visit our website, [www.SRNsearch.com](http://www.SRNsearch.com), to apply online. The first review of resumes will take place on April 10, 2025; the position is open until filled. Resumes will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references; references will be contacted only following candidate consent. Final interviews will be held with the BBCRA. Candidates will be advised of the status of the recruitment following the selection of the Executive Director.

Questions regarding this recruitment may be directed to:

Ms. S. Renée Narloch, President  
 S. Renée Narloch & Associates  
[info@SRNsearch.com](mailto:info@SRNsearch.com) | 850.391.0000  
[www.SRNsearch.com](http://www.SRNsearch.com)

The BBCRA is an Equal Opportunity/ADA Employer.

***In accordance with Florida's Public Records/Sunshine Laws, applications and resumes are subject to public disclosure.***

