

General Job Application

Job Title

Executive Director - Community ReDevelopment Agency

Requisition Number

56917

Personal Data

Contact

First Name

Steven

Middle Name**Last Name**

Tinsley

Address

6382 NW 36th Avenue

City

Coconut Creek

State

Florida

Zip Code

33073

Primary Phone

2197896123

Alternate Phone

9545311944

Email Address

stinsley@fau.edu

Salary Requirement

What is your desired salary range?

\$125,000-\$140,000

Eligibility

Do you have a legal right to work in the U.S.?

Yes

If yes, are you able to provide documents as required by law to verify your eligibility to work in the U.S.?

Yes

Have you ever been convicted of a crime excluding misdemeanors and/or summary offenses?

No

If yes, provide the details for all such instances.

Education Information

High School

High School Name

Bishop Noll Institute

City

Hammond

Did you graduate?

Yes

State

Indiana

College/University

Name of College/University/Other		Start Date	End Date
Indiana University		6/1/1989	12/31/1994
City		State	
Gary		Indiana	
Degree	Major	Did you graduate?	
Bachelors	Business Administration	Yes	

College/University

Name of College/University/Other		Start Date	End Date
Indiana University		1/1/1997	5/31/2003
City		State	
Gary		Indiana	
Degree	Major	Did you graduate?	
Masters	Business Administration	Yes	

College/Graduate School

Name of College/University/Other		Start Date	End Date
Florida Atlantic University		1/1/2008	5/31/2015
City		State	
Boca Raton		Florida	
Degree	Major	Did you graduate?	
Ph.D.	Public Administration	Yes	

Vocational/Technical

Name of Vocational/Technical School		Start Date	End Date
City		State	
Degree	Major	Did you graduate?	

Additional Education Information

Please list any additional education below.

Purdue University August 1985 - December 1989
Field of Study: Management
Graduate? No

Employment Information

Beginning with your present or most recent employment, describe ALL periods of employment including self-employment, unemployed periods and military service. Your adult employment MUST be complete. Use the space provided below, if necessary. The City of Margate appreciates the reasons why you might prefer that your current employer not know about this application. Be advised that the City generally does not contact any employer until the latter stages of our hiring process.

Most Recent Employer

Start Date	End Date	
3/2012	Present	Full Time

Position Title

Economic Development Manager

Employer

Broward County Board of County Commissioners

Phone Number

9543576400

Address

115 S. Andrews Avenue Suite A-680

City

Fort Lauderdale

State

Florida

Zip

33301

Duties

Management of business attraction and retention programs for the 2nd largest county in Florida, and the 18th largest county in the U.S., a county with 31 municipalities, over 65,000 businesses and 1.8 million residents.

Analysis of economic development incentive applications and approval recommendations to the Board of County Commissioners.

Conduct research on business and economic development problems and opportunities and make recommendations to office director and County Administration on solutions and programs.

Prepare speaking points for elected officials regarding economic and workforce development projects and outcomes.

Provide briefing to elected officials on economic development activities.

Management and administration of County contracts and agreements including contract management for over \$2 million in economic development incentives, a \$4.8 million redevelopment fund for unincorporated Broward County, entrepreneur grant agreements and Broward County's \$1.5 million annual contract with its private sector economic development partner, the Greater Fort Lauderdale Alliance.

Management of the County's unincorporated area redevelopment programs and the County's \$4.8 million redevelopment fund includes administration of the County's redevelopment programs including facade improvement, internal improvements, demolition, strategic parcel assembly and launch of a small business loan program.

Contract management duties include approval and processing of incentives payment requests, confirmation of performance requirements, budgeting and forecasting.

Management of the County Industrial Revenue Bond and Exempt Facility Bond Program application process.

Preparation of Commission agenda items pertaining to economic development projects and Greater Fort Lauderdale Alliance compliance reports.

Agreement Administration for Business Recovery Center agreements with municipal partners.

Unit Leader for Business and Industry Services under the County's Emergency Response Team Support Function #18.

Review, research and provide feedback on proposed legislation, and County's legislative program related to economic development legislative proposals.

Coordination and liaison with municipal economic development partners.

Direction of the activities of three Economic Development Specialists focused on international trade promotion, entrepreneur development and redevelopment of unincorporated Broward County.

Serve on Executive Committee of the Broward County Workforce Development Board and Chair of the Strategic Planning, Policy Development, Legislative Advocacy Committee.

Reason for leaving?

Seeking advancement and expanded role in public service.

May we contact for reference?

Later

Previous Employer

Start Date

9/2005

End Date

3/2012

Full Time

Position Title

Economic Development Specialist

Employer

Broward County Board of County Commissioners

Phone Number

9543576400

Address

115 S. Andrews Avenue Suite A-680

City

Fort Lauderdale

State

Florida

Zip

33301

Duties

Market, manage, and provide analysis for Broward County business incentive programs.

Conduct county tours, develop and deliver presentations to prospective new businesses and existing Broward County businesses.

Coordination of business attraction and retention activities with state, municipal, and private economic development partners.

Market and provide technical assistance to Broward County businesses in the area of capital formation, business plan review and development, and application to Broward County financing programs including the Industrial Revenue Bonding Program, SBA 504 and 7(a) Loan Programs.

Manage and execute the county-wide business visitation and retention process; conducting corporate visitation and technical assistance outreach activities.

Assist in research and development of long term objectives, strategies and approaches to urban redevelopment and revitalization, business incentives, economic and policy impacts.

Reason for leaving?

Promoted to Manager.

May we contact for reference?

No

Previous Employer

Start Date

1/2005

End Date

9/2005

Full Time

Position Title

Executive Director

Employer

Hammond Development Corporation

Phone Number

2198536399

Address

5246 Hohman Avenue

City

Hammond

State

Indiana

Zip

46320

Duties

Management of the City of Hammond's non-profit economic development corporation, focusing on downtown revitalization, small business development, and promotion of the arts, with direct reporting responsibilities to the Mayor's Chief of Staff. (Annual Budget: \$1.5 million).

Property management responsibilities for approximately 200,000 square feet of commercial lease space, including lease negotiations, tenant relations, and contractor management.

Assisted in formulation, analysis, and implementation of downtown revitalization policies.

Operational oversight of the Towle Community Theater and Business Builders Entrepreneur Development Program.

Direct supervision of 3 full-time and 5 part-time employees, including a Theater Manager, Entrepreneur Development Program Manager, and an Administrative Assistant.

Financial statement analysis, grant application, and budgetary responsibilities for all operations.

Reason for leaving?

Relocated to Florida.

May we contact for reference?

Yes

Previous Employer

Start Date

10/2002

End Date

1/2005

Full Time

Position Title

Small Business Specialist

Employer

Hammond Development Corporation

Phone Number

2198536399

Address

5246 Hohman Avenue

City

Hammond

State

Indiana

Zip

46320

Duties

Management of the city of Hammond's Entrepreneur Development Program, including development, coordination, promotion and delivery of entrepreneur education programs.

Management of the city of Hammond's \$1.25 million dollar Small Business Loan Fund, including project and business plan evaluation, credit and financial statement analysis, Loan Committee recommendations, and collection activities.

Assisted in formulation, analysis, and implementation of small business/entrepreneur development policies.

Provided one-on-one technical and mentoring assistance, and developed a network of local volunteer mentors.

Promoted and facilitated NxLevel Entrepreneur Training Courses as a Certified NxLevel Trainer, as well as targeted small business workshops

Reason for leaving?

Offered Executive Director position.

May we contact for reference?

Yes

Previous Employer

Start Date

9/2005

End Date

12/2005

Full Time

Position Title

Program Manager

Employer

Indiana Department of Commerce

Phone Number**Address**

6100 Southport Road

City

Portage

State

Indiana

Zip

46368

Duties

(This position held simultaneously with position above)

Responsible for marketing of State of Indiana economic development programs to businesses, municipalities, and economic development entities.

Responsible for supporting local economic development entities in recruitment and retention of new businesses in their areas of responsibility.

Responsible for relationship building with local economic development officials and businesses to assess and report on the effectiveness of State sponsored programming.

Reason for leaving?

Offered Executive Director position at the Hammond Development Corporation.

May we contact for reference?

Yes

Previous Employer

Start Date

7/2002

End Date

10/2002

Full Time

Position Title

Executive Director

Employer

Gary Economic Development Corporation

Phone Number

2198811367

Address

401 Broadway Suite 301

City

Gary

State

Indiana

Zip

46402

Duties

Management of a city-wide small business development program including business attraction, consultation, mentoring, and management of a small business loan fund.

Provided input and analysis of city economic development policies.

Directly supervised the activities of a full-time commercial loan officer, and loan assistant.

Built partnership with local university to provide additional small business support.

Reason for leaving?

Accepted position with better resourced Hammond Development Corporation.

May we contact for reference?

Yes

Previous Employer

Start Date

7/2001

End Date

7/2002

Full Time

Position Title

Public Relations Representative/Job Trainer

Employer

Career Resource Center

Phone Number

2198842393

Address

4950 Broadway

City

Gary

State

Indiana

Zip

46408

Duties

Performed community relations activities for State of Indiana welfare-to-work contractor.

Facilitated job training classes consistent with State requirements.

Assisted welfare-to-work clients in job search, job application and placement activities.

Reason for leaving?

Contract with State reduced, agency became financially unstable.

May we contact for reference?

Yes

Additional Work Experience Information

Please list any additional work experience below.

Adjunct Instructor, University of West Florida
College of Education and Professional Studies - Department of Administration and Law (2019-present)
Graduate Courses taught (Fully Online):
Public Budgeting (Current - 2020)
Public Service Ethics (Current – 2020)
Analytic Techniques for Public Policy Analysis (2019)

Undergraduate Courses taught (Fully Online):
Public Administration in American Society (2019)

Adjunct Instructor, Florida Atlantic University, Boca Raton, FL (2017-)
Public Administration Master's Degree Program
Course taught: Regulation

Adjunct Instructor, Sawyer College (Kaplan Subsidiary) Hammond, IN (2001-2004)
Courses taught: Business and Operational Management, Personal and Relationship Selling, Office Professionalism.

Adjunct Instructor, Indiana University, Gary, IN (2003)
Courses taught: Entrepreneurship.

Skills & Certifications

Professional Certifications and Licenses

Certified Economic Developer (CEcD) - International Economic Development Council

List all jobs skills, abilities, qualifications, and volunteer experience relevant to the position for which you are applying.

Association Memberships:
Broward County Workforce Development Board (2013-Present)
Broward County Schools Career, Technical, Adult and Community Education (CTACE) Advisory Board (2015-Present)
Pi Alpha Alpha - National Honor Society of Public Administration Students
International Economic Development Council (IEDC) (2006-Present)
Council of Development Finance Agencies (CDFA) (2013-Present)
International Council of Shopping Centers (ICSC) (2013-Present)

Business and Public Administration Teaching Experience:
Adjunct Instructor, University of West Florida
College of Education and Professional Studies - Department of Administration and Law (2019-present)
Graduate Courses taught (Fully Online):
Public Budgeting (Current - 2020)
Public Service Ethics (Current – 2020)
Analytic Techniques for Public Policy Analysis (2019)

Undergraduate Courses taught (Fully Online):
Public Administration in American Society (2019)

Adjunct Instructor, Florida Atlantic University, Boca Raton, FL (2017-)
Public Administration Master's Degree Program
Course taught: Regulation

Adjunct Instructor, Sawyer College (Kaplan Subsidiary) Hammond, IN (2001-2004)
Courses taught: Business and Operational Management, Personal and Relationship Selling, Office Professionalism.

Adjunct Instructor, Indiana University, Gary, IN (2003)
Courses taught: Entrepreneurship.

Military Experience

Branch of Service

Enlistment Date

Discharge Date

Type of Discharge

Primary Responsibilities & Duties

Applicant Statement

By my signature below, I authorize any federal, state, county or municipal governmental agency, any municipal corporation or political subdivision of this state, or any other state agency, department or division thereof, or any other public or private agency, person, firm, or corporation holding records concerning, that are considered confidential, to supply such information to the City of Margate.

By my signature below, I acknowledge that PRIOR to making a conditional offer of employment to me, the City of Margate may request information which may include, but not limited to, a history of my educational records, a history of my vocational and/or training records, criminal history, any documentation of previous or current on-the-job performance records or history, any reason, excluding any reason based on a medical condition or disability, for termination of any previous employment, any reason, excluding for discharge from military service, or any other personal information that is not medical, health, or disability related in nature which may not otherwise be obtained without prior agreement.

By my signature below, I acknowledge that SUBSEQUENT to making a conditional offer of employment to me, the City of Margate may request not only the information stated above, but also any information of what-so-ever nature regarding both my past or current job related or non-related medical/health condition(s) or disability(ies).

By my signature below, I acknowledge that any such information received by the City of Margate shall become public record pursuant to Chapter 119 of the Florida Statutes.

I Agree

Yes

Signature

Steven Tinsley

Date Signed: 2/4/2020 4:23 PM

Date Submitted: 2/4/2020 4:23 PM

IP Address: 45.27.56.146

Agency Wide Questions

Do you have any relatives working for the City of Margate? If you have relatives working for the City of Margate, please enter their name and department in the space below.

No

N/A

Did you provide at least ten (10) years of work history in the Employment Information Section, or if you do not have ten (10) years of work history, did you list the entirety of your work experience in the Employment Information Section? If not, please return to the Employment Information Section to complete this information.

Yes

Where did you hear about the job opportunity you are applying to?

City of Margate website.

Yes

Please provide at least three (3) professional work-related references. Please include the following information: reference name, phone number, email address, position title. (Please note: professional work-related references are people who can speak to us about your job performance and are usually people who directly supervise you. For students, or those with limited work history: professional references may include internship/volunteer supervisors or academic teachers/professors).

P. M. Patterson, Ph.D.
Associate Professor, School of Public Administration
Florida Atlantic University
777 Glades Road, SO 301E
Boca Raton, FL 33431
Email: patterso@fau.edu
Phone: (561) 297-4006
Association: Dissertation Chair

Chris Atkinson, Ph.D.
Assistant Professor, Administration and Law
University of West Florida
Building 70, Room 105
11000 University Pkwy
Pensacola, FL 32514
catkinson1@uwf.edu
Phone: (850) 474-2036
Association: Former Assistant Director, Broward County Office of Economic and Small Business Development - Former Supervisor, Colleague, Co-worker

Jerry Heniser
Senior Vice President
BBVA Compass
350 East Las Olas Blvd, Suite 980
Fort Lauderdale, FL 33301
jerry.heniser@bbvacompass.com
Phone: (954) 377-8268
Association: Chairman of the Broward County Bond Review Committee

Pursuant to Florida State Statute 119, all applications and materials attached are subject to public records request. Please use the space below to indicate whether or not you have any exemptions under FSS 119. If you do not have any exemptions, please write "N/A".

N/A

Executive Director - Community ReDevelopment Agency

Do you have a Bachelor's degree from an accredited college or university with a major in Public Administration, Business Administration, Urban Planning, Real Estate?

Yes

Do you have at least three (3) years of supervisory experience?

Yes

Do you have five years of experience in urban planning, real estate development, project coordination, or economic development?

Yes

February 4, 2020

Recruiter
City of Margate
5790 Margate Boulevard
First Floor
Margate, FL 33063

Dear Sir or Madam,

My name is Steven Tinsley and I respectfully ask that you please consider this letter and accompanying resume as an enthusiastic expression of interest in the position of Executive Director of the Community Redevelopment Agency for Margate, Florida. I am an experienced economic development/redevelopment leader with over 17 years of development experience, including long-term leadership and advisory roles within the economic development community in Broward County, Florida.

Since 2012, I have been responsible for the management of county-wide economic development programs for Broward County. My experience includes intensive collaboration with municipal and community partners as well as the business community. My extensive contract management responsibilities include management of Broward County's \$2.8 million economic development incentive fund, its \$4.8 million unincorporated area redevelopment grant fund, a \$1.5 million annual contract with the County's private sector partner, the Greater Fort Lauderdale Alliance and the County's Entrepreneur Development Grant Fund. I am responsible for economic impact and taxpayer return on investment analysis for economic development projects proposed to the Broward County Board of County Commissioners as well as economic indicator development and benchmarking. I management redevelopment and solicitation processes for redevelopment projects ranging from façade and property improvement to strategic parcel assembly, revolving loan fund, and corridor market studies. I also designed the Broward County Highway Construction Trade Trainee program, providing on-the-job training to residents as part of a redevelopment street improvement project in unincorporated Broward County.

I lead a team of four Economic Development Specialists focusing on international trade, entrepreneur development, community redevelopment and economic analysis. I am a proven leader in economic development as well as an effective communicator and educator. I possess a Doctorate of Philosophy Degree in Public Administration from Florida Atlantic University and a Master's Degree in Business Administration from Indiana University. I serve as an Adjunct Faculty member for the School of Public Administration at Florida Atlantic University. I also possess a Certified Economic Developer designation from the International Economic Development Council.

I feel that the combination of my experience, qualifications and educational background make me a uniquely suited candidate for the executive positions you seek to fill.

Please contact me at your earliest opportunity at 219-789-6123 (cell) to discuss available opportunities.

Thank you for your consideration.

Sincerely,

Steven Tinsley

Steven Tinsley, Ph.D., MBA, CEcD

6382 NW 36th Avenue • Coconut Creek, FL 33073 • 219-789-6123 • stinsley@fau.edu

Economic Development/Redevelopment Leader

Experienced economic development and redevelopment leader responsible for staff leadership, economic development/redevelopment program design, implementation and management for the 18th largest county in the U.S.

Proven administrative leader with experience in economic development/redevelopment program design, implementation and management, as well as incentive agreement negotiation and management. Extensive experience interfacing with elected officials, business and community leaders

Experienced community economic development leader serving in long-term leadership and advisory roles with Broward County Workforce Development Board (CareerSource Broward), Chair of CareerSource Broward Strategic Planning Policy Development and Legislative Advocacy Regionalism and Executive Committees.

Skilled and practiced business community liaison with over 17 years of direct business community relationship building experience.

Post-secondary educator with college-level classroom instruction experience.

Skills and Proficiencies

- | | | |
|---|--|--|
| • Program design and implementation | • Experienced communicator with staff, community leaders and elected officials | • Program and contract administration and evaluation |
| • Advanced research and analytical skills | • Budget and forecasting | • Strategic planning, agenda item design |

PROFESSIONAL EXPERIENCE

BROWARD COUNTY OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT

Fort Lauderdale, FL

2005 - Present

Economic Development Manager • (2012-present)

Management of business attraction and retention programs for the 2nd largest county in Florida, and the 15th largest county in the U.S., a county with 31 municipalities, over 65,000 businesses and 1.8 million residents. Areas of responsibilities include:

- Contract and Program Administration:
 - ✓ Administration of over \$2 million in business incentive contracts
 - ✓ Management of Broward County's \$1.5 million annual contract with its private sector economic development partner – the Greater Fort Lauderdale Alliance.
 - ✓ Management of the County's \$4.8 million unincorporated area redevelopment grant program including façade and internal improvement grant program, demolition and strategic land parcel assembly program
 - ✓ Management of the Broward County Industrial Revenue Bond and Exempt Facility Bond Program application process.
 - ✓ Management of County's Entrepreneur Development Grant program
- Direction of the activities of four Economic Development Specialists focused on international trade promotion, entrepreneur development, economic analysis and redevelopment of unincorporated Broward County and a Senior Special Project Coordinator focusing on apprenticeship and workforce training initiatives.
- Unit Leader for County's Emergency Response Team Support Function #18 - Business and Industry Services.
- Administration of Broward County Workforce Investment and Highway Construction Trades Trainee Program

KEY CONTRIBUTIONS

- ✓ Designed and launched Broward County Entrepreneur Development Program
- ✓ Developed and launched \$4.8 redevelopment grant program in unincorporated Broward County
- ✓ Developed Apprenticeship Special Project Coordinator Position
- ✓ Developed Broward County Highway Construction Trades Trainee Program

Steven Tinsley, Ph.D., MBA, CEcD

PROFESSIONAL EXPERIENCE – page 2

BROWARD COUNTY OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT (Cont'd)

Fort Lauderdale, FL

2005 - Present

Economic Development Specialist • (2005-2012)

Execution of Broward County economic development including business recruitment and retention activities, business visitation and technical assistance.

- Market, manage, and provide analysis for Broward County business incentive programs.
- Conduct county tours, develop and deliver presentations to prospective new businesses and existing Broward County businesses.
- Coordination of business attraction and retention activities with state, municipal, and private economic development partners.
- Market and provide technical assistance to Broward County businesses in the area of capital formation, business plan review and development, and application to Broward County financing programs including the Industrial Revenue Bonding Program, SBA 504 and 7(a) Loan Programs.
- Manage and execute the county-wide business visitation and retention process; conducting corporate visitation and technical assistance outreach activities.

HAMMOND DEVELOPMENT CORPORATION

Hammond, IN

2002 - 2005

Executive Director • (2005)

Management of the City of Hammond's non-profit economic development corporation, focusing on downtown revitalization, small business development, and promotion of the arts, with direct reporting responsibilities to the Mayor's Chief of Staff. (Annual Budget: \$1.5 million).

- Property management responsibilities for approximately 200,000 square feet of commercial lease space, including lease negotiations, tenant relations, and contractor management.
- Assisted in formulation, analysis, and implementation of downtown revitalization policies.
- Operational oversight of the Towle Community Theater and city-wide Entrepreneur Development Program.
- Direct supervision of 3 full-time and 5 part-time employees, including a Theater Manager, Entrepreneur Development Program Manager, and an Administrative Assistant.
- Financial statement analysis, grant application, and budgetary responsibilities for all operations.

Entrepreneur Development Program Manager/Small Business Development Specialist • (2002-2005)

Management of the city of Hammond's Entrepreneur Development Program, including development, coordination, promotion and delivery of entrepreneur education programs.

- Management of the city of Hammond's \$1.25 million dollar Small Business Loan Fund, including project and business plan evaluation, credit and financial statement analysis, Loan Committee recommendations, and collection activities.
- Promoted and facilitated NxLevel Entrepreneur Training Courses as a Certified NxLevel Trainer and provided one-on-one technical and mentoring assistance, and developed a network of local volunteer mentors

Steven Tinsley, Ph.D., MBA, CEcD

PROFESSIONAL EXPERIENCE – page 3

INDIANA DEPARTMENT OF COMMERCE (Now Indiana Economic Development Corporation) (Position Held Simultaneously with Position Above)

Portage, IN

2004-2005

Program Manager

Responsible for marketing of State of Indiana economic development programs to businesses, municipalities, and economic development entities.

- Responsible for supporting local economic development entities in recruitment and retention of new businesses in their areas of responsibility.
- Responsible for relationship building with local economic development officials and businesses to assess and report on the effectiveness of State sponsored programming.

GARY ECONOMIC DEVELOPMENT CORPORATION

Gary, IN

2002

Executive Director

Management of a city-wide small business development program including business attraction, consultation, mentoring, and management of a small business loan fund.

- Provided input and analysis of city economic development policies.
- Directly supervised the activities of a full-time commercial loan officer, and loan assistant.
- Built partnership with local university to provide additional small business support.

INSTRUCTIONAL EXPERIENCE

University of West Florida, Pensacola, FL

August 2019-present

Adjunct Instructor – Public Administration Master's and Bachelor Degree Programs

Courses taught: Analytic Techniques of Public Policy, Public Administration in American Society, Public Budgeting, and Ethics in Public Service

Florida Atlantic University, Boca Raton, FL

2017

Adjunct Instructor – Public Administration Master's Degree Program

Course taught: Regulation

Sawyer College (Kaplan Subsidiary), Hammond, IN

2001-2004

Adjunct Instructor

Courses taught: Business and Operational Management, Personal and Relationship Selling, Office Professionalism

Indiana University (Northwest Campus), Gary, IN

2003

Adjunct Instructor

Course taught: Entrepreneurship

EDUCATION

Doctorate of Philosophy (Ph.D.) - Public Administration (2015)

Florida Atlantic University

Master's Degree-Business Administration (M.B.A.) (2003)

Indiana University

Bachelor of Science Degree-Business Administration (1994)

Indiana University