



The Raleigh-Durham Airport Authority Invites Applications for  
**Small Business Programs Officer**  
Raleigh-Durham International Airport (RDU)  
Raleigh-Durham, North Carolina

*Executive Search Services Provided by ADK Consulting & Executive Search*



## The Airport

**The Raleigh-Durham International Airport (RDU)** is governed by the Raleigh-Durham Airport Authority (Airport Authority), a governmental body responsible for the development, operation and maintenance of the airport. The General Assembly of North Carolina chartered the Raleigh-Durham Aeronautical Authority in 1939, which would be changed in 1945 to the Raleigh-Durham Airport Authority. The cities of Durham and Raleigh and the counties of Durham and Wake appoint two members each to the Airport Authority creating the eight-member Board of Directors.

RDU is a very busy commercial service airport served by nine airlines and their regional partners offering service from RDU to more than fifty destinations. Raleigh-Durham also offers the lowest average air fares in the State of North Carolina.

The airlines include Air Canada, Alaska Airlines, Allegiant, American, Delta, Frontier, JetBlue, Southwest, and United. Major cargo carriers at RDU include Federal Express, UPS, and DHL.

The airport welcomed 11.6 million passengers (a new annual record) and processed over 100,000 tons of air cargo in 2017. It is one of two primary air portals located in the State of North Carolina and is recognized by the FAA as a medium hub airport.





## The Airport *(continued...)*

RDU is home to two primary passenger terminals- Terminals 1 and 2. Terminal 2 is a 900,000 square foot, state- of- the- art, common use passenger terminal occupied by eight commercial airlines. The terminals are also home to seventeen shops and twenty-one dining offerings. The Airport Authority offers more than 11,000 parking spaces within walking distance of the Terminals and two remote parking lots. The Authority recently invested more than \$5 million in a new revenue control system, to improve customer experience and upgrade the technology and security of the system.

General Aviation facilities at RDU include the 22,000-square foot General Aviation (GA) Terminal owned by the Airport Authority supporting two Fixed-Base Operators: Landmark Aviation and TAC Air. The complex offers thirty acres of aircraft parking space for a variety of aircraft sizes and much more. The contemporary styling of the GA Terminal reflects the Triangle region's corporate travelers, pilots and crew members.

The airport serves a large economic area and is estimated to have over an \$8.5 billion economic impact on the 12-county Research Triangle Region. The airport's total impact on regional employment involves more than 20,000 jobs with payrolls of \$2.5 billion.

## The Community

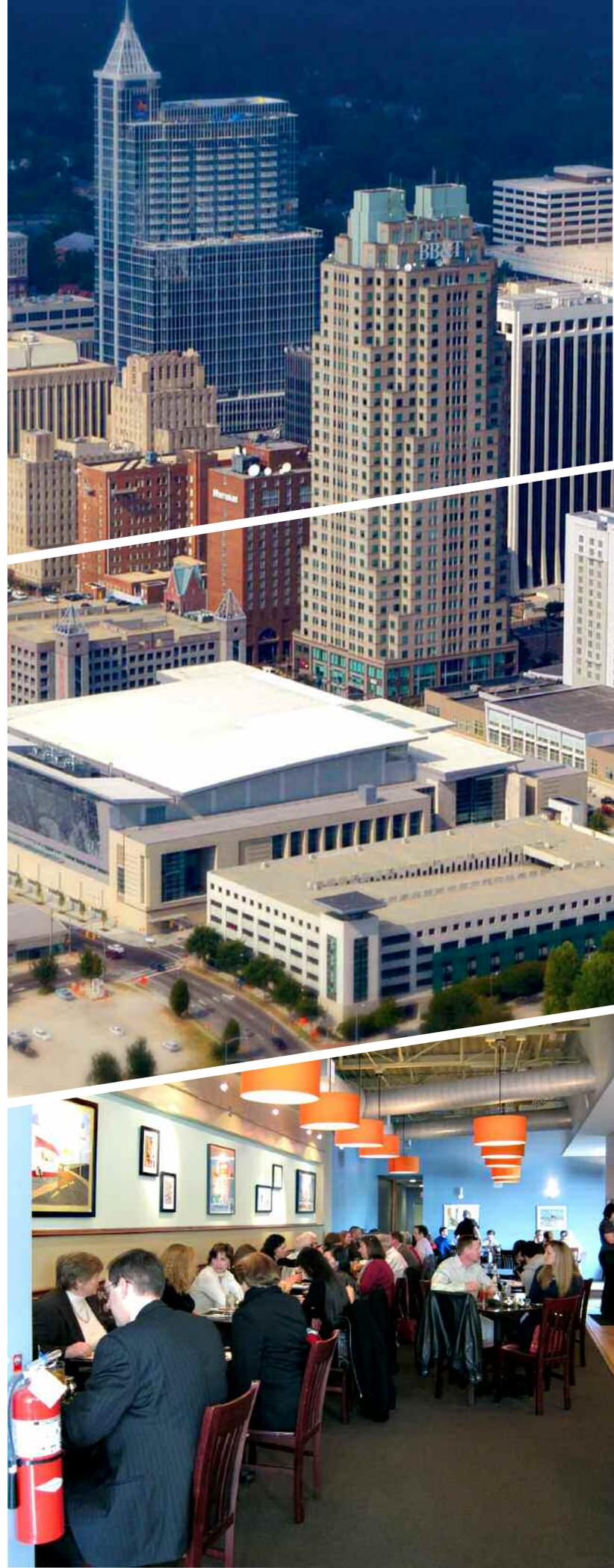
Looking for a wonderful place to live or raise a family? You'll love the eclectic feel of the Raleigh- Durham area. It is no wonder that this area appears on so many "best places" lists...from best places to live to best places to work or play.

Raleigh, Durham, and Chapel Hill make up the three primary cities of the Research Triangle metropolitan region. The regional nickname of "The Triangle" originated after the 1959 creation of the Research Triangle Park, primarily located in Durham County, four miles from Downtown Durham and close to RDU. It is encompassed on three sides by the city of Durham and roughly midway between the cities of Raleigh and Chapel Hill and the three major research universities of NC State University, Duke University, and UNC-Chapel Hill.

The Research Triangle region encompasses the U.S. Census Bureau's Combined Statistical Area (CSA) of Raleigh-Durham-Cary. As of July 1, 2013, the estimated population of the Raleigh-Durham-Cary CSA was 2,037,430, while the Raleigh-Cary Metropolitan Statistical Area (MSA) was estimated at 1,125,827, making it the nation's fastest growing metropolitan area in the United States.

Anchored by leading technology firms, government, and world-class universities and medical centers, the area's economy has performed exceptionally well. Significant increases in employment, earnings, personal income and retail sales are projected over the next 15 years.

There is an abundance of places to go and things to see in these cities and their surrounding communities...from their many museums and galleries to "high-octane" sports events and amazing outdoor recreation. The region is also an oasis for foodies and culture. There are countless restaurants and microbreweries, night clubs, gardens, historic sites, museums, beautiful neighborhoods and rolling farms.





## The Community *(continued)*

### Raleigh

2010 Census figures show that Raleigh, the second largest city in North Carolina, leads the state in population growth. The data shows Raleigh with over 403,000 and a growth rate of 46.3% over the 2000 Census.

Visitraleigh.com says: "It's more than a trip to a blossoming Southern metropolis—you'll feel enriched and energized the instant you're warmly welcomed by its smart, savvy locals. A top-tier center for technology, education and life science institutions; its artists create a bevy of cultural and culinary touchstones; and its storytellers proudly carry on the collective heritage of a rich, historic capital city."

**Raleigh**  
North Carolina



Raleigh is home to several professional arts organizations, including the North Carolina Symphony, the Opera Company of North Carolina, Burning Coal Theatre Company, the North Carolina Theatre, Broadway Series South and the Carolina Ballet. The numerous local colleges and universities significantly add to the performing arts options.

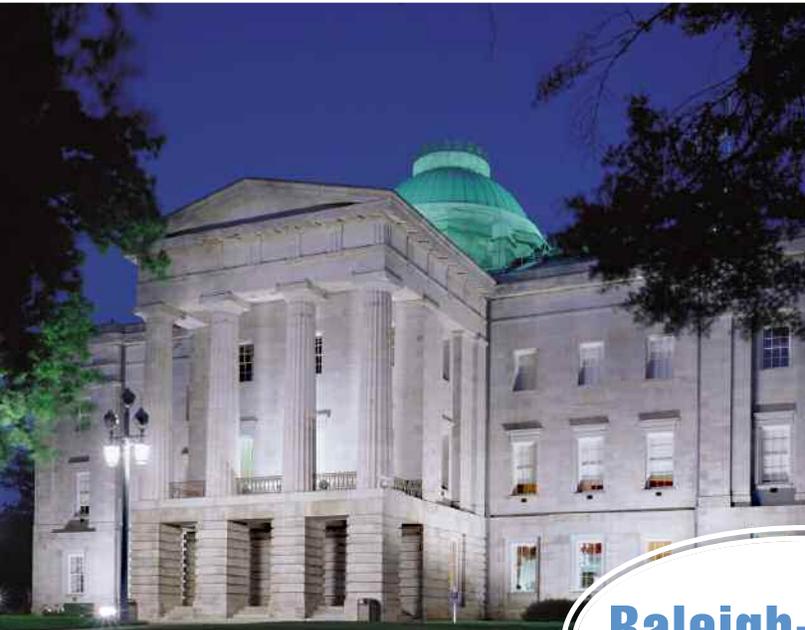
Raleigh is also home to the NHL team Carolina Hurricanes, winners of the Stanley Cup in 2006. Their venue is the PNC Arena which is also NC State's basketball arena. The Center attracts big name concerts and events as well. The area is also rich in youth recreation and sports.

**Durham**  
North Carolina

### Durham

Known for its edgy authentic vibe, Durham is known as "North Carolina's Hippest City" according to Vogue Magazine. It is home to a rich and diverse population and thriving cultural and entrepreneurial scene. 2010 Census figures show Durham with a population of over 228,000 with a growth of 22.1% over the 2000 Census. Durham is the fifth largest city in North Carolina and welcomes millions of visitors each year. Durham is the proud home of the Research Triangle Park, Duke and North Carolina Central universities. It is consistently ranked among the best places in the nation to live and work. It boasts highly rated museums, restaurants, ballparks, historic sites, healthcare facilities, sports events, and universities.





# Raleigh-Durham North Carolina

## The Community *(continued)*

Events include jazz festivals, blues festivals, symphony concerts, art exhibitions, and a multitude of cultural expositions, including the American Dance Festival and the Full Frame Documentary Film Festival. A center of Durham's culture is the Durham Performing Arts Center, which shows live performances and is ranked in the top 12 in the world by PollStar.com.

Durham is also home to the Durham Bulls, a premier Triple-A minor league baseball team located in the heart of the American Tobacco Campus.

### Raleigh-Durham Area College Sports

The University of North Carolina at Chapel Hill Tar Heels, North Carolina State University Wolfpack in Raleigh, and the Duke University Blue Devils in Durham are all members of the ACC. Rivalries among these schools are very strong, fueled by proximity to each other, with annual competitions in every sport. Adding to the rivalries is the large number of graduates that high schools in the region send to each of the local universities. It is very common for students at one university to know many students attending the other local universities. All three teams consistently produce high-caliber teams. Each of the Triangle-based universities listed have won at least two NCAA Basketball National Championships.

### AWARDS & RECOGNITION \*

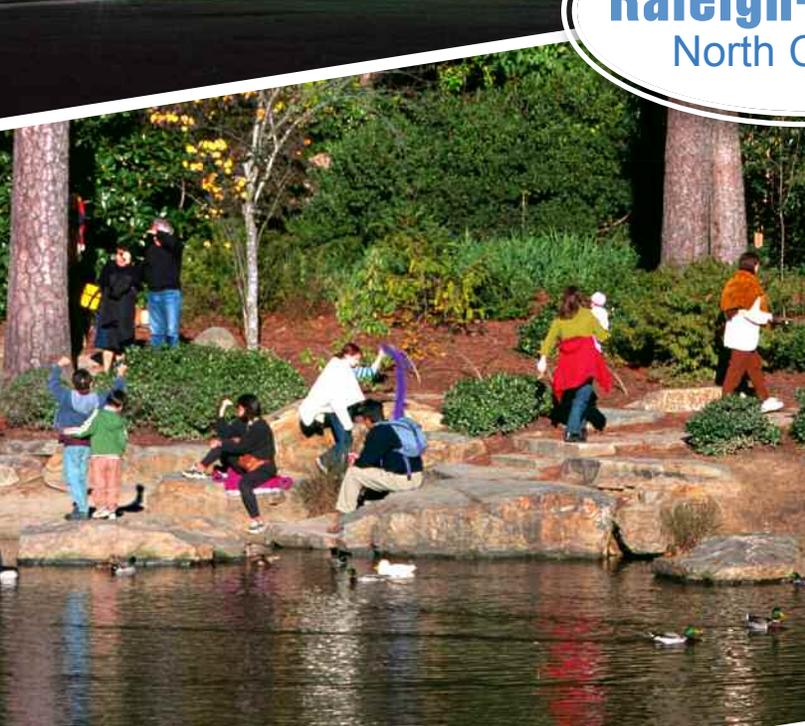
#### About RDU:

- The Massachusetts Institute of Technology named RDU as one of the best-connected medium-sized airports
- Bureau of Transportation Statistics named RDU as the lowest average airfare of multi-airline airports in North Carolina.
- Voted a Top 10 Healthiest Employer in the United States

#### About our Region:

- CNBC named Durham as a top US city for millennials
- Forbes Magazine named Durham as a city where a paycheck stretches the furthest
- Forbes Magazine named Raleigh one of the top 12 destinations of 2017
- Men's Health named Raleigh one of the sportiest cities in America
- The Today Show named Durham a top five city for retirement
- US Census Bureau named Raleigh as the 14th fastest growing metro region in the U.S.

*\*All designations in 2017.*





## The Position

**The Small Business Programs Officer** administers and coordinates the Authority's Disadvantaged Business Enterprise, Airport Concessionaires Disadvantaged Business Enterprise (DBE/ACDBE) and Minority and Women Owned Small Business (MWSB) programs to attain stated goals and ensure compliance with federal and state law and regulations and Authority Regulations.

### Essential Duties and Tasks Include:

1. Develops and pursues strategies to effectively implement program requirements and attain stated goals.
2. Assists project managers in soliciting competitive DBE or MWSB bids and proposals for Airport development and construction projects; reviews construction plans to help identify potential areas for subcontracts.
3. Sets contract goals, reviews proposals, bids for compliance with DBE/ACDBE/MWSB
4. Assists prime contractors in the identification of DBE/ACDBEs or MWSBs to participate on projects; notifies small businesses of upcoming opportunities; coordinates with partner organizations to facilitate participation.
5. Assists in developing and reviewing requests for proposals to ensure that actions required to meet DBE/ACDBE and MWSB goals and program requirements are included. Reviews joint venture agreements for compliance with 49 CFR Parts 23 and 26.
6. Investigates complaints to clarify issues and meets with involved parties to help mediate disputes; confers with Authority personnel to verify or document alleged violations of the program(s), such as failure of the prime contractor to submit required documentation; prepares report of findings and makes recommendations for corrective action. Reviews monthly MWSB/DBE reports to ensure prompt payment and resolve discrepancies and disputes.
7. Assists the Purchasing Officer in identifying and qualifying materials, suppliers and services vendors seeking or sought to participate in the Authority's procurement solicitations; solicits, registers and maintains a directory of qualified and interested MWSB contractors, suppliers, and service providers for those opportunities identified by Authority staff and furnishing such lists to appropriate Authority staff.
8. Plans, organizes and conducts instructional workshops and technical assistance activities for eligible DBE/ACDBEs and MWSBs; prepares and presents the program requirements at pre bid, pre-proposal and pre construction conferences and workshops; provides MWSB contractors, suppliers and service providers. Coordinates with partner agencies to facilitate certification, technical assistance and outreach.

For a complete job description, [click here](#).



## Salary & Compensation

The hiring range for this position is \$56,379.30 - \$78,229.87 with an attractive range of benefits.

## Position Qualifications

The ideal candidate will have a bachelor's degree in public or business administration or related field; and three to five years of experience in with 49 CFR Part 23/26 (i.e. DBE program), the Federal Civil Rights Programs, affirmative action(s) programs, and contract monitoring; or equivalent combination of education and experience.



## How to Apply:

**A. Please submit both a cover letter and résumé. We require your files to be submitted as PDF documents.** We prefer that you send

both your cover letter and résumé as one combined document.

*Please do not send your cover letter in the body of an email.*

Send your PDF files to ADK Executive Search at:

**[RDUSBP@adkexecutivesearch.com](mailto:RDUSBP@adkexecutivesearch.com)**

**B. Please complete the ADK employment application form at: [ADK Application Form](#) (this is a secure link)**

**Filing Deadline: Friday, March 30, 2018**

Only complete electronic submissions will be considered.

Email questions to:

**[RDUSBP@adkexecutivesearch.com](mailto:RDUSBP@adkexecutivesearch.com)**