



# METROPOLITAN NASHVILLE AIRPORT AUTHORITY

## JOB DESCRIPTION

**Job Title:** AVP, Revenue Development  
**Department:** Business Development  
**Reports To:** VP Chief Development Officer

**FLSA:** Exempt  
**Grade:** 33

### JOB SUMMARY

The Assistant Vice President, Revenue Development is responsible for planning, administering, organizing, and directing airline affairs, air service development, concessions, rental cars, parking, and ground transportation activities with the Business Development Department.

### ESSENTIAL JOB RESPONSIBILITIES

- Responsible for developing strategic plan as it relates to revenue development and fit within the overall airport strategic goals and objectives. Accountable to ensure that strategic plan is executed and on track in the revenue development department.
- Works with the Director, Airline Affairs and Air Service Development to prepare and implement MNAA's air service development strategy.
- Directs the developing, drafting, negotiating, implementing, and monitoring of all business plans and proposals, contracts, leases, and agreements with airlines, airport tenants, airport users, rental car companies, concessionaires, and parking management.
- Directs the development of processes and procedures for monitoring contracts, leases and other agreements
- Monitors performance, effectiveness, and efficiency of Revenue Development team, including establishing objectives, priorities, and assignments.
- Builds processes and procedures from the ground up to effectively manage the revenue development team and accomplish its goals.
- Works closely with other departments such as maintenance, engineering and design, strategic planning, and legal, as well as senior and executive MNAA staff, tenants, and government agencies to accomplish departmental objectives.
- Utilizes technology and data analytics to maximize revenue and profitability for the airport.
- Identifies ways to decrease expenses and increase revenue, including identifying revenue opportunities through private and public partnerships and reviewing and/or establishing airport rates and charges.
- Assists with the preparation and administration of the operating and capital improvement budgets for the Business Development Department.
- Establishes lease rates consistent with fair market value of the property and facilities being leased.
- Monitors the business performance of tenants and concessionaires to ensure compliance with MNAA's strategic business plan.
- Directs development of financial pro formas relative to new business proposals.
- Makes presentations to the Board of Commissioners and community stakeholders as required.
- Markets business opportunities to generate additional sources of revenue.
- Manages and thoroughly understands complex agreements.
- Develops appropriate standards to use in requests for proposals or other procurement processes. Ensures that procurement activities are well planned in advance and include a focus on working with small and minority businesses.
- Works closely with airport business partners, the community and other internal departments to create a strong, positive working relationship.
- Manages a team of eight employees in the revenue development department. Carries out supervisory responsibilities in accordance with the airport's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training staff; planning, assigning, and directing work; appraising performance; coaching, mentoring, rewarding and disciplining staff; addressing complaints and resolving problems.

### QUALIFICATIONS



# METROPOLITAN NASHVILLE AIRPORT AUTHORITY

## JOB DESCRIPTION

**Job Title:** AVP, Revenue Development  
**Department:** Business Development  
**Reports To:** VP Chief Development Officer

**FLSA:** Exempt  
**Grade:** 33

Education				
Education Level	Education Details	Req	Pref	
Bachelor's Degree	from four-year college or university.	X		
Master's Degree	in related field		X	

Experience				
Experience	Experience Details	Req	Pref	
7-10 years	Ten or more years of experience in revenue development or related field.	X		

Licenses and Certifications				
Licenses/Certifications	Licenses/Certification Details	Time Frame	Req	Pref
Certified Member				X
Accredited Airport Executive				X

Language Skills				
<ul style="list-style-type: none"> <li>Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.</li> </ul>				

Knowledge, Skills, Abilities, and Other Characteristics				
<ul style="list-style-type: none"> <li><b>Mathematical Skills:</b> Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.</li> <li><b>Reasoning Ability:</b> Ability to define problems, collect data, establish facts, and draw valid conclusions.</li> <li><b>Computer Use:</b> Skill in using a personal computer, the internet, and other software to perform job-related functions. Must be technology savvy and use technology to make processes more efficient and effective.</li> <li>The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.</li> <li><b>Innovation:</b> Shows creativity and alternative thinking to develop new ideas and solutions for work-related problems.</li> <li><b>Business and Management Principles:</b> Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, production methods, and coordination of people and resources.</li> <li><b>Real Estate Practices:</b> Knowledge of real estate practices, specifications and plans, and site development.</li> <li><b>Strategic Planning:</b> Skill in defining strategy or direction and making decisions on allocating resources to pursue the strategy.</li> <li><b>Facilitation:</b> Skill in facilitating cross-functional teams through process improvement across all levels of MNAA.</li> <li><b>Budgeting:</b> Skill in creating and managing budgets.</li> </ul>				



# METROPOLITAN NASHVILLE AIRPORT AUTHORITY

## JOB DESCRIPTION

<b>Job Title:</b>	AVP, Revenue Development	<b>FLSA:</b>	Exempt
<b>Department:</b>	Business Development	<b>Grade:</b>	33
<b>Reports To:</b>	VP Chief Development Officer		

### Knowledge, Skills, Abilities, and Other Characteristics

- **Managing Workload:** Skill in organizing and prioritizing work, handling multiple responsibilities, and meeting deadlines.
- **Communication:** Skill in communicating effectively at all levels of the organization and with stakeholders, both orally and in writing.
- **Supervision of Personnel:** Skill in supervising and managing others, including planning work, providing direction, motivating workers, and identifying the best workers for the job.
- **Time Management:** Skill in managing one's own time and the time of others to meet deadlines.
- **Adaptation:** Skill in adjusting one's actions in relation to others' actions.
- **Analytical Thinking:** Skill in analyzing information and using logic to address work-related issues and problems.
- **Judgment and Decision Making:** Skill in considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Leadership:** Skill in leading, taking charge, and offering opinions and direction.
- **Presenting:** Skill in developing and delivering presentations, both oral and written, to groups of varying size.
- **Teamwork:** Skill in working with others as a team while taking responsibility for outcomes.
- **Project Management:** Skill in conceptualizing and managing complex projects, and managing multiple projects using established project management principles.
- **Relationship Building:** Skill in establishing and maintaining effective and professional working relationships with others.
- **Problem Solving:** Skill in identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- **Data Processing:** Skill in interpreting, defining, analyzing, and presenting data from various sources.
- **Reporting:** Skill in preparing and producing timely and accurate oral and written reports.
- **Conflict Management:** Skill in managing conflict and identifying effective and mutually beneficial solutions to the sources of conflict.
- **Contract Administration:** Skill in interpreting, writing, and administering contracts.
- **Microsoft Office:** Skill in using Microsoft Office applications such as Outlook, Word, Excel, and PowerPoint.
- **Written Comprehension:** Ability to read and understand information and ideas presented in writing.
- **Attention to Detail:** Is careful about detail and thorough in completing work tasks.
- **Independence:** Develops one's own ways of doing things, guides oneself with little or no supervision, makes independent decisions, and depends on oneself to get things done.
- **Professionalism:** Demonstrates professional behavior and appearance in all situations.
- **Ethical Behavior:** Consistently displays ethical behavior.
- **Initiative:** Displays a willingness to take on responsibilities and challenges.
- **Persistence:** Persists through obstacles and challenges.
- **Ability to obtain and maintain a Security Identification Display Area (SIDA) badge.**

### COMPETENCIES

#### Community and Public Image

- Ability to present information effectively to community stakeholders
- Awareness of local community and political climate



# METROPOLITAN NASHVILLE AIRPORT AUTHORITY

## JOB DESCRIPTION

**Job Title:** AVP, Revenue Development  
**Department:** Business Development  
**Reports To:** VP Chief Development Officer

**FLSA:** Exempt  
**Grade:** 33

### Community and Public Image

- Identify business opportunities to increase revenue

### Customer Impact

- Ability to build value-added relationships with customers, business partners, and potential business partners

### Financial Management

- Creates and maintains budget including variance analysis
- Understands assumptions that underlie funding of capital projects
- Understands financial reports

### Job Knowledge

- Deep knowledge and expertise in specific job function

### Leading Others

- Builds and maintains relationships
- Develops others
- Embraces diversity and inclusion
- Listens and communicates effectively; honest and direct communication at all levels
- Manages effective teams and work groups

### Leading Organization

- Ability to manage change
- Can solve problems and make solid decisions
- Enhances business skills and knowledge
- Manage politics and positively influence others
- Manages the work
- Sets and communicates vision and strategy
- Takes risks and innovates
- Understands and navigates the organization

### Regulatory Compliance

- Current and ongoing knowledge of regulatory compliance issues in airport industry and specific job function

### Results Orientation

- Focuses on improvement of business processes and procedures



## METROPOLITAN NASHVILLE AIRPORT AUTHORITY JOB DESCRIPTION

**Job Title:** AVP, Revenue Development  
**Department:** Business Development  
**Reports To:** VP Chief Development Officer

**FLSA:** Exempt  
**Grade:** 33

### Self Management

- Demonstrates ethics and integrity
- Develops adaptability, open to new ideas and challenges
- Displays drive and purpose
- Exhibits leadership stature
- Increases own capacity to learn
- Increases self-awareness, accountability and honor commitments
- Treat others as we expect to be treated

### Strategic Orientation

- Ability to integrate information
- Critical analysis skills
- Deliver outstanding customer satisfaction
- General knowledge and understanding of the airport industry
- Skill in developing action-oriented plans
- Ability to think long-term impact of decision on organization and other departments

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

### Physical Demands

	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Bending		X		
Carrying		X		
Climbing	X			
Feeling - Tactile Sensation				X
Handling				X
Hearing				X
Kneeling	X			
Lifting		X		
Pulling		X		
Pushing		X		
Reaching			X	
Sitting			X	
Standing		X		
Talking - Communicating				X
Vision - Depth Perception				X
Vision - Far Acuity				X
Vision - Near Acuity				X
Walking			X	



**METROPOLITAN NASHVILLE AIRPORT AUTHORITY  
JOB DESCRIPTION**

**Job Title:** AVP, Revenue Development  
**Department:** Business Development  
**Reports To:** VP Chief Development Officer

**FLSA:** Exempt  
**Grade:** 33

Working Environment				
	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Working indoors				X

*Disclaimer: This job description is meant to reflect the general nature and level of work being performed. It is not intended to be construed as an all-inclusive list of job requirements; other duties as assigned may be required. This job description does not restrict management’s right to revise or change job duties as the need arises.*