

# Position Specification

## Dallas / Fort Worth International Airport

### Executive Vice President, Administration, Diversity, Equity & Inclusion

#### *The Company*

Dallas / Fort Worth International Airport (DFW) became operational in 1974 and today serves more than 65 million customers annually, elevating DFW to the status as one of the most frequently visited superhub airports in the world. DFW Airport customers can choose among 187 domestic and 59 international nonstop destinations using one of 22 passenger airlines. Every major city in the continental United States can be accessed within four hours from the airport. Additionally, 22 cargo airlines provide worldwide freighter service for more than 971K tons of cargo annually. DFW ranks as the 4th busiest airport globally in terms of total number of passengers and 3rd in terms of flight operations.

DFW Airport, Air Transport World's 2019 Airport of the Year, is like a city covering 26.9 sq. miles with five terminals and 164 gates. Centered between its owner cities of Dallas and Fort Worth, Texas, Dallas / Fort Worth International Airport also serves as a major economic generator for the North Texas region, producing over \$37 billion in economic impact each year by connecting people through business and leisure travel. It takes 2,000 Board employees and 60,000 on-airport employees to keep the airport moving people to their destinations. DFW has its own zip code, police, fire and emergency medical departments. It is also the largest Carbon Neutral Airport in the world. DFW is elevating the customer experience with modernized facilities and updated amenities through a \$2.0 billion Terminal Renewal and Expansion Program. For more information, visit the DFW website, [www.DFWAirport.com](http://www.DFWAirport.com).

#### *The Position*

##### *Location*

Dallas / Fort Worth, Texas

##### *Overview*

The Executive Vice President, Administration, Diversity, Equity & Inclusion is a high-level management and administrative position requiring extensive knowledge and experience in organizational management and administration.

Under nominal direction, this executive manages and directs through department vice presidents the following functions of the Dallas/Fort Worth International Airport Board: Human Resources, Procurement, Business Diversity & Development, Communications & Marketing and Risk Management. Assignments take the form of general goals and



objectives to be achieved within the framework of Board policy. Decisions and recommendations are reviewed for overall accomplishment and impact on Airport strategies, policy and practice.

### ***Reporting Relationship***

This Executive Vice President, Administration, Diversity, Equity & Inclusion reports to the Chief Executive Officer and directly supervises the following:

- VP, Business Diversity & Development
- VP, Communications & Marketing
- VP, Human Resources
- VP, Procurement & Materials Management
- VP, Risk Management
- Executive Assistant

### ***Responsibilities***

Coordinates and directs through department vice presidents and assistant vice presidents:

- The development and implementation of general administrative policies and programs of the Airport Board;
- Procurement and materials management, including solicitation, contracting and negotiating for goods and services, and Capital Projects;
- The human resource programs of the Airport Board, including classification, compensation and benefits, staffing and recruitment, employee relations and employee health and wellness, training and development, HRIS, performance management, workforce DE&I, and employee records;
- The administration of DFW Airport's programs to support and promote the involvement of minority, women-owned, and disadvantaged business enterprises; and
- The development and implementation of affirmative action/diversity policies and programs to support employment, procurement and contract activities.
- The Board of Directors governance process and relationship with the owner cities.
- The Board's external communications and community engagement programs.
- The development and implementation of the Board's public affairs and media outreach programs, brand reputation and marketing.
- The administrative functions related to the Board of Director meetings to ensure the timely and accurate preparation of agendas, minutes, reports, official board actions (OBAs); also responsible for responding to Board member requests.

## ***The Candidate***

### ***Education***

- Bachelor's degree in business or public administration or a related field.
- Master's degree in business or public administration or related field is desirable.





## ***Professional Qualifications***

- Ten (10) years of extensive, increasingly responsible experience in general administration, procurement, human resources, public relations, risk management or M/WBE program management.
- Ten (10) years of supervisory experience.
- Experience managing broad-based affirmative action/diversity-related programs.
- Extensive knowledge of the principles and practices of business and public administration.
- Extensive knowledge of the theories, principles and practices of organizational structure, management and administration.
- Knowledge of the principles and best practices of corporate communications and public affairs.
- Working knowledge of the principles and practices governing the operation and management of a major international airport or governmental agency.
- Skill in the supervision, motivation and direction of professional, technical and clerical personnel.
- Ability to apply modern management and administrative principles and techniques to an airport environment.

## ***Personal Characteristics***

- Ability to communicate clearly and effectively, both orally and in writing, and to maintain harmonious internal and external relationships at all levels.
- Ability to deal tactfully and effectively with the public and community representatives.

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**To learn more about this opportunity or provide a confidential referral, please contact:**

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