

Program Director – School District Lease Revenue Bond Financing Program
Reports to/Department: Executive Director, Middlesex County Improvement Authority (MCIA)

Description:

The Middlesex County Improvement Authority (MCIA) is seeking a Program Director to oversee the administration and management of the MCIA School District Lease Revenue Bond Financing Program, established under New Jersey State Law (P.L.2024, c.79). This program will enable school districts in Middlesex County to issue bonds through the MCIA to finance school capital projects, including the design and construction of new schools, as well as facility improvement projects. Through the Program Director, the MCIA will manage any capital projects submitted to this program from design through construction.

The Program Director will manage the programs day-to-day operation as well as serve as the primary liaison between the MCIA, participating school districts, municipal partners, and the New Jersey Department of Education. This position requires a blend of financial, project management, and intergovernmental coordination skills to ensure the successful delivery of capital projects, and long-term sustainability of the program.

Key Responsibilities:

- Develop and oversee the program’s policies, procedures, and application review process.
- Manage intake, evaluation, and approval of school district applications for financing.
- Coordinate with the NJ Department of Education to verify eligibility for debt service aid and compliance with state education and fiscal regulations.
- Provide guidance and technical assistance to school districts, municipalities, and other stakeholders throughout the application and project development phases.
- Monitor project timelines, budgets, and compliance with MCIA and County requirements.
- Maintain comprehensive records and reporting for all projects financed through the program.
- Serve as the primary point of contact for school superintendents, business administrators, mayors, and county officials regarding program opportunities and requirements.
- Collaborate with MCIA financial advisors, bond counsel, and underwriters in structuring bond issuances and preparing financing documents.
- Prepare and manage regular updates and reports for the MCIA Board and other senior officials as requested by the Executive Director.

Experience:

- Minimum of 10 years of experience in public finance, capital project management and delivery, and/or local government administration, including at least three years in a supervisory or director capacity.
- Experience developing and/or managing capital projects involving complex financing structures.
- Knowledge of state and federal public financing mechanisms for major capital projects.
- Knowledge of state and federal regulations, especially regarding job safety, PLAs, and compliance; experience managing a unionized construction team to ensure safety and regulatory compliance.
- Experience in leading or serving as part of a capital project delivery team to manage construction of significant capital projects including new buildings, renovations or similar.

Education

- Bachelor's degree required in Public Administration, Finance, Business, or related field required, Master's Degree in Public Administration, Business, or related fields are welcomed.

**If interested Please complete the M CIA JOB APPLICATION and submit to:
Matthew Wiater matthew.wiater@mciauth.com**