

SABINA MORA, CEcD

sabina.mora@gmail.com

512-709-5183

EDUCATION

Certified Economic Development Professional	Master of Science City & Regional Planning	Master of Public Administration Public Affairs	Bachelor of Arts History
International Economic Development Council 2021	University of Texas, Austin 2010	University of Texas, Austin LBJ School of Public Affairs 2010	University of Texas, Austin 2005

PROFESSIONAL EXPERIENCE

Economic Development Specialist

November 2019 - Present

City of Mountain View

Mountain View, California

- Responsible for designing guidelines and administrative framework for business loan and grant incentive programs.
- Monitor contract compliance and evaluate economic impact of 85 small business loans and 50 small business grants.
- Coordinate across city departments to assist businesses with local regulations and compliance, including permits, development review, building and code enforcement, and business licensing.
- Assist with policy development around city's economic development programs including needs assessment in the areas of workforce, infrastructure, and real estate.
- Manage two special taxing districts; coordinate legislative process to authorize tax assessment annually, develop city council reports and presentations, draft and redline city contracts governing the use of funds generated from the district.

Senior City Planner

August 2018 - June 2019

City of Austin

Austin, Texas

- Served as the project manager for land use plan amendments for real estate development projects.
- Conducted advanced demographic and economic research, needs/community assessments, and plan development.
- Designed, coordinated, and executed outreach and communications strategies for city land use plans.

Economic Development Project Manager

October 2016 - August 2018

New York State Empire State Development

Binghamton, New York

- Represented the State of New York for five site selection visits for large, industrial-scale projects.
- Represented the State in developing and negotiating 25 incentive agreements for business expansion and real estate development projects.
- Project manager for more than two hundred economic development contracts valued at \$200 million in loans, grants, and tax credits; incentives varied in size from thousands to \$35 million.
- Established clear processes to keep dozens of public and private stakeholders aligned on multi-year timelines; provided regular project management for more than 50 large real estate and business expansion projects.
- Project manager for \$20 million grant fund focused on downtown revitalization: responsible for evaluating hundreds of applications and recommending grants for 30 projects.
- Provided information to dozens of companies on location factors including available incentives, quality of life, supply/demand chains, infrastructure, and labor quality/availability.
- Worked closely with brokers, real estate agents, and developers to support business expansion through the real estate acquisition and development process.

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Senior Economic Development Planner

March 2015 - October 2016

Capitalize Albany Corporation

Albany, New York

- Monitored contract compliance for >100 business expansion and real estate development incentive agreements, including grants, loans, and tax abatements.
- Project Manager responsible for financial analysis (identifying gaps in project funding sources), fiscal impact (on the municipal budget), and cost/benefit analysis (direct and indirect economic impacts and community benefits) as well as negotiating tax abatement agreements for 12 real estate development projects.
- Acted as the primary financial underwriter for three real estate loans, totaling more than \$95 million in private sector investment.
- Developed the agency's tax abatement policy which standardized the calculation of project incentives based on fiscal impact and community benefits. Also developed standard incentive contracts and compliance procedures.

Economic Development Specialist

September 2012 - February 2015

City of Binghamton/Binghamton Local Development Corporation

Binghamton, New York

- Represented the City for a dozen site selection visits for small and large business expansions and relocations.
- Developed and executed business expansion and retention strategies, such as a business visitation program; visited more than 50 businesses to discuss needs and challenges.
- Provided technical assistance to 5 large-scale real estate development projects, guiding developers through the local and state regulatory process.

Administrative Coordinator

May 2011 - August 2012

Capital Area Council of Governments

Austin, Texas

- Provided daily oversight of website content, authored agency news releases, and managed agency rebranding.
- Managed programming for training center which serves local government agencies in a ten-county region.

Local Government Management Fellow

July 2010 - May 2011

City of Evanston

Evanston, Illinois

- Completed rotations in municipal departments: Administration, Mayor, City Manager, and Economic Development.
- Served as lead staff member Human Rights Commission and the Minority and Women Owned Business Commission.

SKILLS & AREAS OF EXPERTISE

Economic Development: Direct and indirect economic impact analysis, economic development policy, location and site analysis for real estate development and business expansion projects, tax policy, tax abatement, local and state business incentives, compliance with incentive agreements.

Real Estate and Business Expansion: Project financial analysis, gap financing, loan underwriting, fiscal impact.

Government Affairs: Applied city and regional planning methods, land use, regulatory environments for real estate development and business expansion, legislative process, policy development.

Operations: Grant management, contract management, budgeting, contract compliance, project and program management, contract drafting and redlining.

Research: Basic statistics, survey development, program evaluation, performance measurement.

Communications: Civic engagement, meeting facilitation, publication design, social media, technical writing, presentation development.

Technology: MS Office Suite, Statistical Analysis, ArcGIS, QuickBooks, IMPLAN

Languages: Native English and Native Spanish