



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Amira Beasley</i>		
Board/Commission Name: <i>Equitable Development Initiative Advisory Board</i>		Position Title: <i>At-large</i>
x Appointment OR ☐ Reappointment		Council Confirmation required? x Yes ☐ No
Appointing Authority: ☐ Council x Mayor ☐ Other: <i>Fill in appointing authority</i>	Date Appointed: <i>mm/dd/yy.</i>	Term of Position: * <i>3/1/2025</i> to <i>2/29/2028</i> ☐ <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: Beacon Hill	Zip Code: 98108	Contact Phone No.:
Amira Beasley is a Capital Project Manager with King County's Wastewater Treatment Division, where she leads large-scale infrastructure projects centered on equity, sustainability, and community impact. Prior to her current role, Amira managed contracts at the Port of Seattle for equity-focused initiatives, working to expand access to funding for community-led projects in historically underserved communities. While at the Port of Seattle, Amira also spearheaded internal workforce equity efforts, including the creation of virtual job fairs to support BIPOC employee advancement and access to careers with clear progression ladders. Amira's commitment to equity and community empowerment extend beyond her day job. She is a recent graduate of United Way's Project LEAD, an active member of the Seattle chapter of the National Forum for Black Public Administrators (NFBPA), and an incoming fellow of Sage Leader's Community Leadership Institute (CLI). As a South Seattle resident who's deeply invested in the future of the area, Amira is committed to advocating for community-led development driven by those most affected by systemic inequities.		
Authorizing Signature (original signature):  August 29th, 2025		Appointing Signatory: Bruce A. Harrell <i>Mayor of Seattle</i>

*Term begin and end date is fixed and tied to the position and not the appointment date.

Amira Beasley

Capital Project Manager skilled in project management, cross-functional collaboration, and public procurement

SUMMARY + SKILLS

- 6 years' experience leading diverse teams and managing projects in dynamic, high visibility environments
- 6 years' experience managing Request for Proposals (RFPs), active contracts, and consultant relationships
- 6 years' experience using strong written and verbal communication skills to inform and advise stakeholders

Microsoft Office | Microsoft Teams | Microsoft SharePoint | MS Project | PRISM

PROFESSIONAL EXPERIENCE

King County Department of Natural Resources - Wastewater Treatment Division (WTD)	Seattle, WA
Wastewater Capital Project Manager II	March 2024 – Present

- Manage capital projects by leading diverse teams through the execution of projects requiring considerable, often limited, resources
- Actively embed ESJ and racial equity principles into project planning to ensure project execution avoids adding to ESJ burdens within vulnerable or underserved communities
- Foster strong relationships with internal and external stakeholders by effectively communicating project goals and proactively mitigating interpersonal conflicts
- Effectively facilitate the exchange of information within diverse teams that include internal project members, consultants, local jurisdictions, and other external stakeholders
- Lead weekly project team meetings to track project progress and ensure timely completion of project deliverables
- Continuously monitor and control project scope, schedule, and budget, proactively addressing challenges to minimize their impact to the scope, schedule, and budget
- Provide timely and appropriately detailed project status updates to management

Port of Seattle	Seattle, WA
Capital Project Manager	November 2022 – March 2024

- Oversaw the design and construction of dining and retail tenant spaces at Seattle-Tacoma International Airport
- Built and led diverse teams to collaboratively complete project activities with minimal impact to airport operations
- Facilitated weekly project team meetings to track project progress and ensure timely completion of project deliverables
- Led project kickoff meetings to establish a project schedule and educate tenants and designers about Port processes
- Performed an initial review of design drawings prior to sending drawings to internal stakeholders for review
- Managed projects in compliance with city, state, and federal regulations with a high degree of customer service
- Produced quarterly project updates for senior management and other internal stakeholders
- Organized and maintained all stakeholder approvals, design drawings, and other project files using MS SharePoint
- Represented the Port in negotiations with tenants and contractors

Contract Administrator II	September 2020 – November 2022
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- Managed the contractual needs of 70+ contracts in a dynamic, high visibility environment with an 89% on time delivery
- Collaborated with internal stakeholders and community groups to make changes to the Environment Grants Program, making the contracting process more equitable for community-based non-profits
- Advocated for greater WMBE participation on contracts by educating stakeholders on Port WMBE goals and tracking adherence to WMBE commitments
- Led diverse teams to develop the scope of work, milestone schedule, and procurement timeline for new contracts
- Trained and advised internal and external stakeholders on Port procurement policies and procedures
- Facilitated weekly check ins with stakeholders, information sessions, debriefs, and consultant interviews
- Issued new purchase orders, and modified existing purchase orders, for over 100+ contracts

- Assisted internal customers with resolving conflicts with consultants and contract violations
- Mentored and trained new Contract Administrators and college interns

Holland America Group

Seattle, WA

Procurement Specialist

October 2019 – September 2020

- Analyzed complex data and market industry information from multiple sources to develop sourcing recommendations for 10 departments
- Led diverse teams to define project scope of work, procurement timeline, and sourcing strategy for RFPs
- Led team of 100+ people as the department's contract database management system expert by training new users and identifying opportunities to improve data input and organization

Fifth Third Bank

Cincinnati, OH

Sourcing Analyst, Senior Sourcing Analyst

March 2018 – August 2019

- Led diverse teams through the review and execution of 40+ contracts with a focus on risk mitigation
- Spearheaded the creation of 3 job aides for the newly created Senior Sourcing Analyst role
- Organized and maintained project trackers and project files for 3 Sourcing Managers

Marketing Intern

June 2017 – March 2018

- Collaborated with internal and external stakeholders to successfully review and update 60 collateral pieces
- Assisted Program Managers by coordinating meetings, organizing project files, following up with consultants, and other administrative tasks
- Managed external creative agencies to ensure creative assets were delivered on-time and within budget

VOLUNTEER EXPERIENCE

National Forum for Black Public Administrators | Member

June 2024 – Present | **Seattle, WA**

- Advocate for the advancement of minority public leadership in local and state governments by implementing programming and volunteer opportunities committed to building a more diverse and inclusive workforce.

Blacks in Government – Port of Seattle | Member, Secretary

January 2021 – March 2024 | **Seattle, WA**

- Worked with Port leadership on initiatives to create equitable opportunities for BIPOC employees.
- Coordinated employee holiday programming, development opportunities, member engagement events, and supply drives.

Port of Seattle Diversity and Development Council | Member

April 2022 – January 2024 | **Seattle, WA**

- Spearheaded the creation of virtual job fairs aimed to assist BIPOC employees with getting jobs with defined career progression ladders.
- Executed a series of professional development opportunities during "Development Month".

Habitat for Humanity | Volunteer

May 2016 – May 2017 | **Seattle, WA**

- Supported the organization's mission by volunteering on building sites and in ReStores.

Fifth Third Bank – Employee Engagement Team | Member

September 2018 – August 2019 | **Cincinnati, OH**

- Served as a planning committee member for the company's first Supplier Diversity Summit.
- Contributed to the department's newsletters by writing articles about local cultural events, observed, holidays, and local small business.

Black Beyond Borders – Miami University | Founding Member

February 2016 – May 2017 | **Oxford, OH**

- Fostered intercultural relationships through inspiring, equipping, and connecting young leaders throughout the African diaspora through intentional programming and removing barriers to international travel.

EDUCATION

Miami University | Bachelors | International Studies, Latin American Studies

May 2017 | **Oxford, OH**

Equitable Development Initiative Advisory Board

13 Members: Pursuant to *Ordinance 119887*, *all* members subject to City Council confirmation.

- a) Initial members in positions 3, 6, 9, 12, and 13 shall be members of the Equitable Development Initiative’s Interim Advisory Board as of the effective date of this ordinance
 - b) The initial terms for positions 1, 3, 4, 6, 8, 10, and 13 shall be one year
 - c) The initial terms for positions 2, 5, 7, 9, 11, and 12 shall be two years
 - d) All subsequent terms shall be for three years. With the exception of initial positions 3, 6, 9, 12, and 13 no member shall serve more than two consecutive three-year terms
- **3** City Council-appointed
 - **3** Mayor-appointed
 - **7** Other Appointing Authority-appointed (specify): Initial appointments by Interim Advisory Board, subsequent appointments by Advisory Board

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
			1.	Member	Amira Beasley	3/1/2025	2/29/2028	1	Mayor
			2.	Member	Stephanie Lachman	3/1/2023	2/28/2026	1	Mayor
			3.	Member	Juan C. Rodriguez	3/1/2022	2/28/2025	1	Mayor
			4.	Member	Ernesto Oliva	3/1/2025	2/29/2028	1	City Council
			5.	Member	Fynniecko “Niecko” Glover Jr.	3/1/2023	2/28/2026	1	City Council
			6.	Member	Eric Alipio	3/1/2024	2/28/2027	1	City Council
			7.	Member	E.N. West	3/1/2025	2/29/2028	1	Board
			8.	Member	Jamie Madden	3/1/2022	2/28/2024	1	Board
			9.	Member	Tiffany Kelly-Gray	3/1/2023	2/28/2026	1	Board
			10.	Member	Diana Paredes	3/1/2022	2/28/2025	1	Board
			11.	Member	Eliana Horn	3/1/2023	2/28/2026	1	Board
			12.	Member	Jennell Hicks	3/1/2023	2/28/2026	1	Board
			13.	Member	Sophia Benalfew	3/1/2022	2/29/2025	1	Board

SELF-IDENTIFIED DIVERSITY CHART					(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	Male	Female	LGBTQ/ Transgender	NB/ O/ U	Asian	Black/ African American	Hispanic/ Latino	American Indian/ Alaska Native	Other	Caucasian/ Non-Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor	1	2				1				1			1
Council	2		1	1			1	1		1			
Other	2	4	2	1		5	1			1			
Total	5	6	3	2		6	2			3			1

Key:

***D** List the corresponding *Diversity Chart* number (1 through 9)

****G** List *gender*, **M**= Male, **F**= Female, **T**= Transgender, **NB**= Non-Binary **O**= Other **U**= Unknown

RD Residential Council District number 1 through 7 or N/A

Diversity information is self-identified and is voluntary. 3