



## Job Announcement – Real Estate Development Specialist

**Position Title:** Real Estate Development Specialist (Full Time)

**Reports to:** Director of Buckeye Neighborhood Services (primary)  
Real Estate Development Director (secondary)

### Job Summary

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The Real Estate Development Specialist will assist in the planning, implementation, and promotion of real estate development projects, administration of housing repair and improvement programs, and management of community revitalization initiatives.

### Essential Functions:

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- Provide assistance on real estate development projects, including, but not limited to, planning, structuring project financing, property research and acquisition:
  - Assist with the creation and management of real estate development budgets and proformas;
  - Pursue funding opportunities, garnering local approvals, and meet necessary reporting requirements;
  - Promotion, and coordination of related community meetings;
  - Administer housing repair and improvement programs to residents, including providing information about available resources, helping with contractual agreements, identifying potential contractors, reviewing bids, monitoring the construction process, and approving work financed by grants provided through agency; and
  - Assist in the management and administration of community revitalization initiatives.
- Other duties as assigned.

### Skills and Experience:

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- The Real Estate Development Specialist must have exemplary oral and written communication skills and ability to interact effectively with the public, particularly low-income, minority, and/or aging populations. Must have satisfactory computer skills, including Microsoft Office.
- Minimum Bachelor's degree in urban studies, urban planning, real estate, business, finance, marketing, property management, construction management, or related field required. Master's degree and at least one year experience in community development preferred.
- This is a full-time position. The work schedule is 8:00 AM to 5:00 PM Monday through Friday. Some weekends and evenings may be required.

### Compensation:

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Job Annual salary of \$36,000 to \$45,000, commensurate with experience.

### How to Apply:

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Please submit a resume and cover letter by Friday, September 22, 2017 at 5:00 PM via email at [info@bbcdevelopment.org](mailto:info@bbcdevelopment.org), via fax at (216) 341-2683 or via mail at 7201 Kinsman Road, Suite 104, Cleveland, OH 44104.

For more information about the organization, please visit [bbcdevelopment.org](http://bbcdevelopment.org).