



EMPLOYMENT ANNOUNCEMENT

POSITION TITLE: REAL ESTATE DEVELOPMENT SPECIALIST
REPORTS TO: REAL ESTATE DEVELOPMENT DIRECTOR

SUMMARY DESCRIPTION:

The Real Estate Development Specialist will assist in advancing the agency's real estate development goals, primarily in the Central and Kinsman neighborhoods of Cleveland.

ESSENTIAL FUNCTIONS:

- Lead and/or provide assistance on real estate development projects, including, but not limited to, planning, conducting feasibility analyses of potential projects, performing property research and acquisition, assisting with the creation and management of real estate development and operating budgets, pursuing funding opportunities, garnering local approvals, reporting, promoting, managing consultants, and coordinating of community meetings;
- Assist entrepreneurs and new and established businesses with technical assistance, as well as referrals to economic development resources available from public and private partner agencies;
- As the point of contact for assigned development activities, execute development strategies, foster and track project milestones and manage relationships with project consultants to garner obligatory deliverables;
- Assist in the management and administration of other community revitalization initiatives; and
- Other duties as assigned.

POSITION REQUIREMENTS:

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. Other essential skills include organization, ability to effectively manage multiple projects and tasks, attention to detail, and ability to quickly comprehend difficult and complicated subjects. Proficiency in Geographic Information Systems (GIS) is preferred.

Minimum Bachelor's degree in urban studies, urban planning, real estate, business, public administration, finance, marketing, property management, construction management, or related field and at least two years full-time experience in community or economic development is required. Master's degree in a field listed above and at least two years of experience strongly 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:

Annual salary commensurate with experience. Please include salary requirements in cover letter.

TO APPLY:

Please submit a resume and cover letter electronically to info@bbcdevelopment.org by Monday, February 12, 2018 at 4:00 PM.

For more information about the organization, please visit bbcdevelopment.org.