



POSITION DESCRIPTION

POSITION TITLE: REAL ESTATE DEVELOPMENT DIRECTOR

REPORTS TO: EXECUTIVE DIRECTOR

SUMMARY DESCRIPTION:

Promote, implement and/or oversee housing and commercial development projects of the agency and all other duties as assigned by the Executive Director for the improvement of the Union-Miles service area and lives of its residents. Additional duties include planning and assistance with other functions of UMDC (e.g., report writing, proposal writing assistance).

ESSENTIAL FUNCTIONS:

1. Market development projects. Implement the planning, facilitation and marketing of all construction and development projects.
2. Provide create and/or co-write contractual agreements, funding solicitations, development strategies, and subsidy request; identifying potential contractors; review of bids; and monitoring and approval of work financed by grants or loans provided through our agency.
4. Work to satisfy the special requests of area residents in consent with Councilperson and the City of Cleveland.
5. Perform project feasibility analysis by the creation of pro formas and sources and uses.
6. Monitor and direct staff assigned to your supervision by the Executive Director and Management of Commercial properties
7. Prepare reports to include demographic information of project participants, unit production quantities, project expenses, a project narrative, and other requirements outlined within the contract agreement of the projects that you are giving responsibility for managing and/or implementing.

POSITION REQUIREMENTS:

1. Must have a combination of 8 years experience in housing and commercial development, preferably with a governmental or nonprofit agency. One year of experience can be substituted with two years of undergraduate education in urban planning or related field. Preferred Master's degree in Urban Planning, AICP preferred but not required. Strong writing skills a must.



2. Ability to create, maintain and update developmental pro formas as well as operational pro formas.
3. Computer skills including proficiency using Microsoft Word, Adobe and Excel.
4. Must possess favorable interpersonal skills and the ability to complete tasks efficiently with minimal supervision. Must also be dependable and able to manage multiple projects simultaneously.
5. Excellent writing skills in the form of reporting and effective documentation of key information and events. Must have the ability to verbally articulate concepts and information regarding UMDC development projects to residents, the executive director, board members and others.

COMPENSATION

Competitive salary and full benefits provided commensurate with experience

COMPANY OVERVIEW:

The Union Miles Development Corporation's mission is to "improve the quality of life within the Union Miles service area through community engagement, housing and economic development. UMDC was founded in 1981, as a spin-off organization of the Union Miles Community Coalition. The Union Miles Community Coalition was a well-established community action group (comprised of residents, businesses, and churches) that collaborated to improve the quality of life in the neighborhood. The coalition identified housing as critical to the long term vitality of the Union Miles community and created the Union Miles Development Corporation as the entity to address housing related issues and projects. Today, the Union Miles Development Corporation provides a wide array of programs and services in Union Miles service area to accomplish our mission.

Email: Resume and coversheet to krystalp@unionmiles.org

Deadline: October 1, 2018 at 5:00p.m.

NO PHONE CALLS PLEASE