



**Job Description**  
**Director of Real Estate**  
***Department of Community Development***

**The Organization**

University Circle Inc. (UCI) is a 501c(3) community service corporation responsible for developing, serving, and advocating for University Circle as a vibrant and complete neighborhood without borders.

UCI creates a premier destination for everyone to experience. They do it by developing modern urban living, creating a seamless neighborhood of active and inviting places and spaces for people of all ages to enjoy, and connecting the community to its world-class health care, education, and arts & cultural institutions. To learn more about UCI and the University Circle neighborhood, visit [www.universitycircle.org](http://www.universitycircle.org).

**The Opportunity**

UCI is seeking an outward-facing, independent, and team-oriented employee to support UCI's Real Estate initiatives within University Circle and the Greater University Circle community. Working within a high-performance culture at UCI, the individual will join a community development department reporting directly to the Vice President of Community Development and work alongside the Senior Director of District Services, Associate Director of Planning and Design, Associate Director of Transportation, and the Property Management team. This individual will work collaboratively across the organization's other service lines including finance, community services, and marketing & communications.

Amidst an exciting era of development growth in University Circle, the Director of Real Estate will continue to foster that growth by assisting in the management of the organization's real estate portfolio including conditions analysis, pro-forma analysis, leading purchase and sales transactions, capital improvement planning, and conducting due diligence on property in coordination with the Community Development Department, the Community Development Committee of the Board of UCI, outside counsel, consultants, and community partners.

**Essential Responsibilities and Functions**

The Director of Real Estate will foster development in the Circle by assisting in development and tenanting of UCI owned property, as well as those privately held or held by other institutions in the neighborhood. The Director will assist in the leasing of properties held by UCI and construction management where appropriate. The Director of Real Estate will also seek partnerships with neighboring CDCs and community partners in neighborhoods surrounding University Circle.

The Director of Real Estate will assist the Vice President of Community Development on the review of development and lease agreements and all legal and financial documents appurtenant. The role of the Real Estate Director will be to keep the University Circle neighborhood vibrant and the adjacent neighborhoods growing through activation of property per UCI's strategic action plan.

#### *Project Analysis & Execution*

- Create and analyze developer proposals pertaining to UCI owned properties and, upon execution, monitor deliverables and assist in construction management as it pertains to community impacts.
- Perform lead research function on all property transactions.
- Monitor available properties both in the Circle and in the immediately surrounding neighborhoods and perform initial research and due diligence to make recommendations to the UCI Board on potential purchase or lease opportunities.
- Advance diversity, equity, inclusion, and access through real estate development in University Circle.

#### *Strategic Planning*

- Ensure UCI owned real estate is a substantially contributing source to both the organizational mission and the financial health of the organization.
- Identify and secure funding sources in the form of loans and/or grants that support real estate pre-development efforts.
- Assist in neighborhood planning efforts where there is a UCI real estate role both within University Circle and adjacent neighborhoods.

#### *Advisor*

- Advise the Vice President of Community Development on the ongoing management of the University Circle property portfolio in the context of the UCI budget and strategic organizational goals.
- Advise the Vice President of Community Development on all property transactions, including property purchases, sales, and land leases.
- Advise the property management team on strategies to sustain UCI owned properties to ensure vibrancy and uniqueness in the University Circle, including capital planning and code compliance.

Perform other duties as assigned.

#### **Qualifications**

- Minimum of seven years' experience in real estate, community development, brokerage, real estate law, finance or related field, including experience managing staff and consultants.
- Bachelors' degree in business, urban planning, urban studies, nonprofit administration or similar disciplines is preferred. Graduate degree in a related field is desirable.

- Experience in real estate in the public, non-profit and/or private sector and activities required to execute real estate transactions, develop parcels, manage construction, analyze pro-formas and attract innovative sources of finance, with an understanding of contemporary urban issues and the role of nonprofit institutions in community development initiatives.
- Excellent analytical, oral, and written communications skills, alongside interpersonal, leadership, and team-building skills.
- Ability to work with a diverse set of community and institutional stakeholders, including people of all races, ethnicities, ages, abilities, and incomes.

### **Hours and Compensation**

Full time, 40 hours per week, plus some evenings and weekends. UCI is currently offering a flexible work schedule. The salary range is \$65,000-\$80,000, commensurate with qualifications and experience. UCI benefits include but are not limited to healthcare insurance options, retirement plans, pre-tax transit pass purchasing option, a parking cash-out program, and an on-site bike fleet for employee use.

### **FLSA Classification**

Exempt

### **To Apply**

Send your resume and cover letter to [resume@universitycircle.org](mailto:resume@universitycircle.org) by Friday, September 23.

University Circle Inc. is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status. We celebrate diversity and are committed to providing an inclusive environment for all employees.