



Cuyahoga County Land Reutilization Corp.

812 Huron Road E, Suite 800
Cleveland, OH 44115

www.cuyahogalandbank.org

Housing Development Project Manager Job Posting

Position Summary:

The mission of the Cuyahoga County Land Reutilization Corporation (CCLRC), a non-profit corporation, is to strategically acquire properties, return them to productive use, reduce blight, increase property values, support community goals and improve the quality of life for county residents. Reporting to Director of Programs and Property Management, the Real Estate Development Project Manager (HDPM) provides programmatic and real estate development support to the CCLRC as it seeks to strengthen real estate markets throughout Cuyahoga County.

Basic Function:

The HDPM will help potential customers (i.e., builders, investors and/or owner occupier home buyers) acquire and develop CCLRC properties; this includes guiding customers through all phases of the CCLRC buying and development process.

Principal Duties and Responsibilities:

In addition to the specific duties and responsibilities listed below, all CCLRC staff members are expected to perform any tasks necessary to ensure the orderly and efficient operations of the CCLRC. More specifically, the HDPM will assist in the following:

- Coordinate infill housing development activity including working with architects, surveyors, engineers, builders and municipal regulatory bodies;
- Analyze potential real estate transaction(s) and determine whether proposed transaction(s) are good investments for the land bank consistent with its mission;
- Meet with customers to market and facilitate property conveyances in the context of the various land bank program options;
- Review/assemble real estate transactional documents such as purchase agreements, lease agreements and closing documents for staff approval

Preferred Qualifications:

- Possess a law license, real estate license, an Urban Real Estate Development & Finance certification or an Economic Development Finance Professional certification;
- At least three years of experience at a real estate development company, title company, real estate firm, law firm, municipal law department or other similar organization with demonstrated experiencing with real estate transactions;
- Experience in the development of newly constructed single-family homes a plus;
- A Bachelor's Degree or higher a plus

Compensation: \$60,000 to \$70,000 annually, commensurate with experience. Good benefits.

The Cuyahoga County Land Reutilization Corporation is an Equal Opportunity Employer.