



Real Estate Project Manager Job Description



A Joint Position Posted By
Seven Hills Neighborhood Houses and Walnut Hills Redevelopment Foundation

Seven Hills Neighborhood Houses and Walnut Hills Redevelopment Foundation are joining forces to better serve our communities by hiring a shared Real Estate Project Manager, who will report directly to the Executive Directors of both organizations.

Description of Role

This position will be responsible for improving the vitality of the neighborhood by supporting real estate and economic development initiatives. Their primary role is to assist the two organizations and their partners in real estate deals, identify funding sources, and managing projects from concept to completion. Responsibilities may be assigned in the following areas:

Responsibilities

- **REAL ESTATE DEVELOPMENT:**
 - Develop and implement plans for real estate development projects, including rehab, new construction, and commercial projects
 - Manage construction of white box commercial spaces, design development, financing, bidding, contractors, and submitting draw paperwork
 - Research and secure funding to support feasibility, site acquisition, pre-development, construction, and financing phase of development
 - Manage assets of organization, responding to both urgent and long-term concerns surrounding owned buildings and vacant lots
- **BUSINESS DEVELOPMENT:**
 - Maintain and enhance existing working relationships with stakeholders in the neighborhood business district
 - Identify, recruit and provide technical assistance to businesses targeted to locate and/or expand in each neighborhood
 - Monitor available spaces for lease or for sale in the business district and recruit potential tenants to the neighborhood
 - Assist businesses with navigation of city department, programs, regulations and other processes;
 - Assist business or building owners to improve the look and feel of the district;
 - Manage and maintain public infrastructure improvements in the commercial corridor (streetscaping, signs, bike racks, etc.)
- **MARKETING:**
 - Partner with the Business Group and Community Council to create and maintain sustainable marketing and coordination plans for businesses in the neighborhood business district
 - Provide written and photographic updates on progress as needed for marketing and communications

- STRATEGIC PLANNING:
 - Work with the Executive Directors to address long term development strategies
 - Maintain a listing of state, federal, and local economic development incentives available to assist with initiatives
 - Assist the organization in tracking and mapping valuable real estate and census data
- COMMUNITY DEVELOPMENT:
 - Attend and participate in community organization programs and meetings outside of normal business hours
- GENERAL:
 - Report out weekly to staff
 - Other duties as assigned by Executive Directors

Preferred Qualifications

- Bachelor's degree in urban planning, architecture, or real estate related degree (extensive experience and training may substitute)
- Background in community planning, community development, and/or economic development
- Substantial knowledge of real estate finance, economic development finance, and grant programming
- Solid time management skills: ability to handle multiple projects, problem solve, meet deadlines, and function independently and efficiently in a fast-paced environment
- Possesses an understanding of construction process and timeline
- Ability to visit construction sites/hard hat areas, including walking and maneuvering on uncompleted floor surfaces, among construction materials and debris, and climbing stairs and ladders
- Excellent oral and written communication skills
- Proficient in computer applications such as Excel, Word, Powerpoint, and basic GSuite applications (email, calendar, etc.)
- Experience working in Adobe and GIS mapping software
- When needed, must be able to work evenings and weekends
- Ability to build relationships and work effectively with people of diverse social, faith, economic, racial, and ethnic backgrounds
- Personable, positive and enthusiastic attitude; capable of dealing effectively with both internal and external audiences, team-oriented with a passion for community development.

Salary and Benefits

- \$50-\$60k, depending on experience
- Stipend in lieu of health coverage
- Paid time off

Please send a cover letter and resume to careers@walnuthillsrf.org by May 19th.