

**JOB DESCRIPTION:  
REAL ESTATE DEVELOPMENT  
MANAGER**

**Neighborhood Progress, Inc.**, established in 1988 and d/b/a Cleveland Neighborhood Progress (CNP), is a non-profit organization that builds thriving neighborhoods in Cleveland through innovative programs and service. Our programs are developed in partnership with community development corporations, the City of Cleveland, Cuyahoga County, and the philanthropic and corporate community, private developers and financial institutions.

**STATUS:** Full-time—40 hours per week

**REPORTS TO:** Director of Real Estate

**PURPOSE:** Placemaking refers to the concerted coordination of multiple strategies that build market demand. The concept of placemaking is about implementing strategies that create more desirable places where people want to live, work and play. Placemaking puts the importance of a healthy, vibrant neighborhood at the forefront of the design and development process. Placemaking at Neighborhood Progress promotes neighborhoods that provide sufficient incentives for existing residents and businesses to remain and also attract new residents and businesses.

In order to advance these Placemaking goals, CNP engages directly in real estate development through its wholly owned subsidiary, New Village Corporation (NVC). NVC's exact role will vary by project: in some instances NVC will be the lead developer and will bear the broad responsibilities that come with that; in others it may have a smaller, more defined role through a fee-for-service engagement. This flexibility is intentional, designed to allow NVC to adapt to what a catalytic project and its stakeholders need.

With guidance from the Director of Real Estate, the Real Estate Portfolio Manager is tasked with helping CNP and NVC to fulfill their collective missions by overseeing and optimizing the day-to-day operations of the NVC portfolio. The Real Estate Development Manager is tasked with providing quality development management of new construction projects, as well as rehab projects.

**KEY RESPONSIBILITIES:**

- Manage compliance of all corporate and legal obligations of the NVC family of companies are met;
- Managing project reporting to government, funder, and investment partners;
- Monthly monitoring of project financials, and working w/ the Director of Real Estate to set yearly project budgets and financial goals;
- Managing project carry obligations, such as taxes, insurance, debt service, and maintenance;
- Assist the Director of Real Estate on all aspects of new project due diligence and predevelopment, including activities such as feasibility studies, market analysis, environmental assessments and surveys, and geotechnical evaluations.
- Assist the Director of Real Estate all aspects of site control, as appropriate, including research on ownership, negotiating purchase agreements, securing access, etc.
- Assist the Director of Real Estate in all aspects of project financing, including project pro forma modeling and completing financial applications;
- Assist the Director of Real Estate in the construction bidding/contractor selection process, including drafting and securing contracts, monitoring performance and payment;

- Attend regular management team meetings to address organizational issues and collaborate on organizational initiative;
- Represent the company on Project Team meetings for deals that NVC is in;
- Coordinate with other members of the NVC and CNP staff, as well as specific Community Development Corporations (to be determined) to build the capacity to respond to Cleveland's high residential vacancy through the expansion of acquisition/rehab models in east side neighborhoods;
- Participate in Board of Directors and staff meetings as appropriate; and
- Other duties as assigned.

### **REQUIRED QUALIFICATIONS:**

- Bachelors degree required;
- At least 2 years of experience in community development, public service, or nonprofit program management with a focus on real estate development and operations preferred;
- Ability to regularly and effectively multitask between multiple projects and objectives;
- Ability to develop new skill sets, e.g. gaining a working knowledge of building construction and systems / or real estate finance and operating budgets;
- Geographic Information System and mapping skills preferred;
- Proficient with Office Suite.
- Excellent interpersonal, written, and verbal communication skills.
- Proven success in developing and executing development strategies.
- Excellent interpersonal and teamwork skills.
- Excellent project management and organizational skills.
- Ability to work effectively both independently and as part of a small team.

### **PERFORMANCE INDICATORS:**

- Meaningful progress on CNP's Goal #2 metrics, targets and implementation strategies.
- Effective execution of the NVC Strategic Plan
- Effectively execute responsibilities listed above.
- Effectively supervise any staff that may be reporting to this position.
- Successful and timely management of NVC's obligations as a developer or development partner.

### **COMPENSATION AND BENEFITS**

CNP offers competitive compensation and benefits, including retirement options, medical benefits, and paid time off. CNP is an equal opportunity employer.

Applications will be reviewed starting immediately until an appropriate candidate is identified. Resume and cover letter stating salary requirements should be emailed to [jobpostings@clevelandnp.org](mailto:jobpostings@clevelandnp.org) with Real Estate Development Manager Position in the subject line.