

### Real Estate Asset Administration Coordinator (Part Time/Contractual)

Cleveland Neighborhood Progress (CNP) was founded in 1988 to serve the unique role of a local community development funding and support intermediary for community development corporations (CDCs), and it is a vital partner to Cleveland's community revitalization efforts. In 1991 and 1992, the New Village Corporation (NVC) and Village Capital Corporation (VCC) subsidiaries, respectively, were established to further real estate development and lending in the neighborhoods.

NVC exists as CNP's real estate subsidiary to leverage resources and provide technical expertise on complex neighborhood real estate. NVC has a proud legacy of projects such as the Bicentennial Village Development in Fairfax, North Park Place in Glenville, multiple Dave's Supermarket, the Fries & Schuele Condominiums, Central's Nehemiah Project, the Lee-Harvard Shopping Center, Orchard Park, Arbor Park Place Shopping Center, and the acquisition and stabilization of Shaker Square.

#### Purpose and Position

The Real Estate Asset Administration Coordinator is a part-time/contractual role to support the asset management for New Village Corporation related to operations, fiscal management, and compliance. This role will report to the President of New Village Corporation, who also serves as the Senior Vice President for Cleveland Neighborhood Progress. The role also works closely with CNP's Vice President of Real Estate and outside contractors.

#### Responsibilities

##### Financial and Asset Management

- Management and Processing of Invoices and Payments for NVC properties
  - Property Tax and Insurance
  - Utilities and Maintenance
- Coordination and execution related to vendors, CAM, repair, and building management for NVC properties
- Management of property contracts related to landscaping, snow removal, et cetera
- Administrative assistance on asset disposition in partnership with President of NVC

##### Department Administration

- Support the NVC President on Board Meeting Agendas, Minutes, and Material Preparation
- General Portfolio Management
- Support Project Management data input and updates
- Meeting Support and Coordination

#### Preferred Qualifications

- Project Management software experience
- Experience with property management, real estate, and service contracts
- Budget Management
- Excellent knowledge of Microsoft Office Suite
- Excellent communication, organization, and time management skills
- Ability to prioritize multiple tasks and work well with a small staff in a fast-paced environment
- Must demonstrate ability to take initiative and work with minimal supervision

#### Additional Information

- Hourly rate is \$25-\$35 per hour, with expected hours to be 10-20 per week
- Option to work remotely with limited but occasional in person work required

#### Apply

- Interested applicants should provide a cover letter and resume to [careers@clevelandnp.org](mailto:careers@clevelandnp.org).