Real Estate Compliance Manager

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 neighborhood real estate development projects. 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

The Real Estate Compliance Manager will act as a supportive administrator for NVC regarding organizational operations, fiscal management, compliance, and real estate acquisition and disposition. These broad responsibilities support the strategic activities of NVC as well as day-to-day operations of existing assets. This role will report to the President of New Village Corporation.

Key Responsibilities

- General real estate portfolio management, ensuring that all NVC owned assets are well maintained and secured
- In coordination with team members, monitoring the real estate portfolio as well as larger programs ensuring that compliance requirements are met. This shall include, but not be limited to:
    - Documentation is adequate and meets internal and external standards and requirements
    - Grantor/Funder reporting
    - Monitor service provider (landscaping, snow removal, legal, etc.) or partner engagements
    - Monitor insurance coverage and costs
- Monthly monitoring of financial performance and adherence to annual project budgets or financial goals
- Working with Accounting team to enter payments in a timely manner
- Work with CNP's Airtable team to buildout internal tracking system to monitor NVC assets and costs including, but not limited to, reporting, development budgets, property taxes, maintenance contracts, insurance, construction timelines and processing payments in a timely matter
- Provide some property management services on behalf of the corporation, coordinating utility and maintenance servicing and communications with no more than four companies that are owners/tenants
- Assisting President of NVC and Vice President of Real Estate with disposition strategy

- Provide administrative support for NVC Board including but not limited to assisting with agenda package, taking notes during Board meetings, writing minutes, and keeping hard and electronic files of meetings for audit purposes

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

- Salary range is $50,000-65,000
- CNP provides the following for employees:
  - Option to work remotely up to two days per week
  - Medical (80% of premium paid by employer), Vision (100%), and Dental (100%) Insurance available for employees and dependents; first dollar benefits contribution for out-of-pocket healthcare expenses
  - Automatic 2% contribution to 401(k)
  - Fourteen paid holidays, five floating holidays, two weeks of vacation, and sick time
  - Generous family leave policies

Apply

Interested applicants should provide a cover letter and resume to careers@clevelandnp.org.