



Commercial Real Estate & Economic Development Intern

Organization: Cleveland Neighborhood Progress (CNP) / New Village Corporation

Department: Neighborhood Economic Development

Reports to: VP of Neighborhood Economic Development

Location: Cleveland, OH (Onsite)

Term: Summer 2026 (with potential for extension through December 2026)

Position Summary

Cleveland Neighborhood Progress (CNP) is seeking a motivated and analytical **Real Estate & Economic Development Intern** to support the New Village Corporation's Real Estate Implementation Strategy. Over the next 3–6 months, CNP is focused on building the critical foundation required to acquire, renovate, and manage commercial assets in Cleveland's Middle Neighborhoods.

This is not a traditional administrative internship; it is a "Junior Developer" track designed for students who want to understand the intersection of urban planning, real estate finance, and community-driven development. You will play a vital role in establishing the research, relationships, and operational frameworks necessary to revitalize commercial corridors in Lee-Harvard, Jefferson-Puritas, Collinwood, West Park-Kamms, and Old Brooklyn.

Key Responsibilities

1. Acquisition & Market Analysis (45%)

- **Field Research:** Conduct physical property surveys to evaluate building typology and corridor conditions.
- **Relationship Support:** Identify key Community Development Corporations (CDCs) and real estate brokers to help leadership track and identify off-market opportunities.
- **Data Integration:** Utilize a suite of real estate tools (Airtable, MyPlace, Zoning Viewers, Fiscal Office Records) to analyze building-level data and neighborhood market trends.

2. Pre-Development & City Approvals (35%)

- **Regulatory Navigation:** Build upon existing foundational work to map the City of Cleveland's regulatory approval pathways (zoning, design review, etc.).
- **Process Mapping:** Research and document departmental requirements to create a "roadmap to renovation" for various building types.
- **Visual Documentation:** Perform site visits to document baseline property conditions using photos and video for project reporting.

3. Asset and Program Management Research & Admin (20%)

- **Industry Best Practices:** Research commercial property management models, fee structures, and operational costs.
- **Firm Vetting:** Maintain a database of local property management firms and coordinate initial outreach to vet potential partners.
- **Program Administration:** Assist the VP with drafting project memos, compiling application documents, and scheduling stakeholder meetings.

Qualifications

- **Educational Background:** Current graduate student or upper-level undergraduate in Public Administration, Urban Planning, Real Estate Finance, Business, or Public Policy.
- **Technical Skills:** Proficiency in data management (Airtable preferred) and comfort learning real estate GIS/Mapping platforms.
- Familiarity with AI tools that help automate processes and improve efficiency.

- **Soft Skills:** Strong professional communication, organizational skills, and a "self-starter" mentality focused on process-building.
- **Passion:** A demonstrated interest in community development and the economic revitalization of Cleveland's neighborhoods.

How to Apply

Please submit your resume and a brief cover letter via our Airtable Application Form:

<https://airtable.com/app38fWK1YZxU9IDZ/pagfmLrcRFEAwOij0/form>

Cleveland Neighborhood Progress is an Equal Opportunity Employer.