

FutureHeights

Director of Real Estate Development Job Description

Summary

FutureHeights is a nonprofit [501(c)(3)] community development corporation with a mission to inspire and facilitate communication, collaboration, engagement and empowerment across our communities to ensure a vibrant and sustainable future for Cleveland Heights and University Heights, Ohio. We engage in planning, place-making, development and civic engagement activities; publish the Heights Observer community news; host public forums and speakers; promote the local economy; and host special events that showcase the strengths of our community. We also act as fiscal agent for several neighborhood-based groups.

The **Director of Real Estate Development** will lead FutureHeights' real estate development projects and coordinate its real estate improvement initiatives. It is a new, full-time position that will report to the Executive Director and work closely with existing staff, board members, city staff and representatives, merchant groups, resident groups and neighborhood stakeholders.

Duties and Responsibilities:

- Coordinate the organization's housing rehabilitation and infill development program
- Lead the identification and coordination of the organization's commercial and mixed-use re-development projects
- In conjunction with the Director of Community Building Programs, facilitate the planning and construction of all FutureHeights place-making projects
- Facilitate and coordinate the creation of residential and commercial district improvement plans
- Identify and coordinate funding for all real estate projects and programs
- Schedule and attend all required meetings and complete reporting to successfully complete all real estate development projects and programs

Skills and Abilities:

- Proposal writing and grant management
- Project budgeting and creation of development and operating proformas
- Project financing, including historic and LIHTC tax credits, and other programs offered through the state of Ohio and Cuyahoga County
- Housing and commercial development and contractor relations
- Residential and commercial leasing and tenant management
- Ability to read and interpret market analyses, feasibility studies, master plans, construction documents, and leases
- Strong familiarity with first-ring suburban demographic trends, and challenges
- Knowledge of best practices in neighborhood revitalization
- A working knowledge of building construction practices and standards
- Familiarity with Ohio building codes and regulations
- Strong familiarity with governmental processes and procedures related to real estate planning and development

- Ability to communicate with diverse stakeholder groups
- Ability to lead project teams to accomplish goals
- Ability to work flexible hours depending on project needs

Education and Experience:

- Degree in Urban Planning, Real Estate Development, Architecture, or related field
- 3+ years of experience working in real estate development, neighborhood revitalization, city planning, or related field
- Demonstrated experience with managing housing and/or commercial development projects from concept to completion, including tenant lease-up and management
- Demonstrated experience working through city and state municipal processes and working with community stakeholders

Compensation: Annual salary range is commensurate with experience. 15 vacation days, 10 personal days and 10 holidays. Employer will match an employee's contribution to a 403(B) retirement program, up to a maximum of 3% of the employee's annual salary.

Contact: submit resume, cover letter and references to:

Deanna Bremer Fisher
Executive Director
FutureHeights
2843 Washington Blvd. – Suite 105
Cleveland Heights, OH 44118

Or dbfisher@futureheights.org. Note: please put the word "Real Estate Development" in the subject line of your e-mail.

No phone calls, please.