



Real Estate Project Manager

Westwood Works is a not-for-profit asset-based community development corporation located in Cincinnati's largest neighborhood of Westwood. Just outside of downtown Cincinnati, Westwood has seen an incredible transformation over the last decade thanks to the tireless efforts of community development by neighborhood groups. Since 2009, Westwood Works has been responsible for community activation initiatives through free events, public art, and mini grants to fund local projects. As Westwood Works widens its mission to serve Westwood in the area of community development through real estate, we are looking to add a Real Estate Project Manager to our staff.

About the Role:

The Real Estate Project Manager will oversee all phases of real estate acquisition and development for housing, commercial and mixed-use spaces, revitalization, and other projects that improve the neighborhood's vitality and the organization's assets. Their primary role is identifying and managing real estate deals, identifying and managing applications for public and private funding, building scope and budgets for projects, and managing projects from conception to completion.

We recognize the importance of maintaining a flexible work environment that promotes our employees' physical and mental health and allows for family obligations. This role is currently fully remote, with weekly in-person or virtual meetings. However, our organization is currently looking for a base of operations that may modify the work schedule to a mixture of in-person and remote work, to be mutually agreed upon between the Real Estate Project Manager and Executive Director.

The start date for this role is immediately upon completion of the hiring process.

What Will You Be Doing?

Real Estate Development, Improvement and Preservation Efforts



- Develop and implement plans for real estate development projects, including rehabilitation of existing buildings, new construction, and commercial projects. The project priority list should be developed with the Board of Directors and the Executive Director. The planned development should complement the neighborhood plan and reasonably align with other neighborhood organizations and community feedback.
- Manage construction of commercial spaces, the design and development process, financing, bidding, contractors, inspections, submitting draw paperwork, appraisals, and zoning reviews or modifications.
- Research and secure funding to support feasibility, site acquisition, pre-development, construction, and financing the development phase.
- Manage assets of the organization, responding to both urgent and long-term concerns surrounding owned buildings and vacant lots.

Business Development

- Identify and manage projects that will become revenue streams for the organization and support the economic vitality of the neighborhood.
- Communicate on projects with other neighborhood organizations like Westwood Civic and WestCURC.
- Complete and manage development-related grant applications from private funders and city, State, and Federal programs.
- Identify, recruit, and provide technical assistance to businesses targeted to locate and expand in each neighborhood.
- Monitor available spaces for lease or sale in the business district and surrounding neighborhood and recruit potential tenants, both residential and commercial.
- Assist businesses in navigating City programs, regulations, and other processes while improving the look and feel of the district.
- Manage and maintain public infrastructure improvements in the commercial corridor (streetscaping, signs, bike racks, etc.)
- Work with partners to conduct market analysis studies for infrastructure and housing.

Marketing

- Create and maintain sustainable marketing and coordination plans for businesses in the neighborhood business district.



- Provide written and photographic updates on progress as needed for marketing and communications.

Strategic Planning

- Work with the Executive Directors to address long-term development strategies.
- Maintain a listing of state, federal, and local economic development incentives available to assist with initiatives.
- Assist the organization in tracking and mapping valuable real estate and census data.
- Attend Board meetings and retreats when requested.

Community Development

- Hold community engagement sessions and create online surveys to gather community feedback.
- Attend and participate in community organization programs and meetings outside of normal business hours on occasion.

General

- Provide a detailed weekly report to the Executive Director.
- Other duties as assigned by the Executive Director or Board of Directors.

What Are We Looking For?

- Bachelor's degree in urban planning (preferred), architecture, or real estate-related degree (extensive experience and training may substitute)
- Background in community planning, community development, or economic development with an understanding of construction processes and timelines.
- Substantial knowledge of real estate finance, local Cincinnati market, economic development finance, grant programming and available City/State programs and incentives
- Solid time management skills: ability to handle multiple projects, problem solve, meet deadlines, and function independently and efficiently in a fast-paced environment
- Ability to visit construction sites/hard hat areas, maneuver on uncompleted floor surfaces, among construction materials and debris, and climb stairs and ladders.



- Excellent oral and written communication skills
- Proficient in computer applications such as Excel, Word, PowerPoint, and basic GSuite applications.
- Experience working in Adobe and CAGIS
- Occasional evenings and weekend hours are required.
- Ability to build relationships and work effectively with people of diverse social, faith, economic, racial, and ethnic backgrounds
- An understanding and appreciation of the mission of the organization in maintaining a diverse, inclusive Westwood
- Personable, positive, and enthusiastic attitude; capable of dealing effectively and professionally with internal and external audiences; team-oriented with a passion for community development.
- Reliable transportation is required.

The salary for this position will range between \$40,000-\$55,000 depending on the candidate's qualifications, experience and hours.

Please send a cover letter and resume to jobs@westwoodworks.org by 01/31/2024.

