



MidTown Cleveland, Inc.
Job Description
Director of Real Estate

About MidTown. MidTown Cleveland, Inc. (MTC) is a dynamic and high performing 501(c)(3) economic and community development corporation whose mission is to leverage the diverse assets in the area to advance a vibrant neighborhood. MidTown Cleveland envisions a place for connection, belonging, and the joyful celebration of culture, where stakeholders reinvest prosperity in the community, equity and inclusion are fundamental expectations, and innovation helps families realize long-promised dreams. More information on MidTown Cleveland is available at midtowncleveland.org.

Position Overview: The Director of Real Estate will be responsible for overseeing economic and real estate development projects in the MidTown service area. The MidTown service area includes MidTown, AsiaTown, the [Health-Tech Corridor](#), and special projects and initiatives in Hough/adjacent neighborhoods. MTC's development strategy is anchored in an organizational vision for "a connected community in the center of it all, an inclusive place for people to innovate, create, prosper, and live."

Vision for Ideal Candidate: Our ideal candidate is a passionate team player with the ability to identify and make connections across different constituencies and projects. We seek a candidate who thrives in an environment where they can balance working on a diverse range of projects and initiatives, shifting gears smoothly between supervision and management responsibilities, managing multiple timelines and budgets, and setting strategic direction.

Primary Responsibilities:

- Maintain database of real estate development opportunities, available land, and status of brownfield sites, and actively market opportunities to developers, site selectors, and real estate brokers.
- Develop understanding of the local real estate market, trends, and market needs
- Work with the Economic Development Manager to recruit organizations to MidTown, and work with interested organizations to help them connect to resources and available real estate
- Build network in Northeast Ohio's health-tech and high-tech community to raise awareness of the HTC and recruit businesses to locate in MidTown, in collaboration with regional partners
- Implement real estate development strategy consistent with MidTown's economic goals to create equitable opportunities and strategies outlined in MidTown's [Neighborhood Vision Plan](#)
- Work with developers to ensure projects have strong community benefits and equitable impact in accordance with MidTown's [Equitable Development Framework](#)
- Support major development projects in the neighborhood and provide assistance in getting projects shovel ready
- Track real estate projects throughout the neighborhood (including lab space, office, retail, residential, and special project development) and provide assistance to businesses, property owners, and developers as needed (e.g. property research, predevelopment assistance, community engagement, financing, land assembly strategies)
- Assist in identifying public incentives programs including brownfield development resources

- Oversee the submission of funding applications. Continually identify and pursue additional sources of gap financing
- Oversee financial closings and all necessary financial compliance and reporting for real estate development projects
- Collaborate with VP of Planning and Director of Community Engagement to coordinate the community engagement process and obtain all necessary governmental approvals including zoning, design review, and planning commission
- Manage MidTown's Community Improvement District and explore the creation of a legislated Special Improvement District
- Assist with grant writing and grants compliance for economic development programs and staffing
- All other duties as assigned and required to meet the responsibilities of this position and to achieve the overall real estate development goals of MTC

QUALIFICATIONS

Education and Experience

- 3-5 years professional work experience in the real estate industry, economic development, community development, or related field
- Bachelor's degree in real estate, business, finance, architecture and design, urban planning, or related field preferred but not required; Master's degree is a plus
- General knowledge of building and zoning codes
- Demonstrated ability to supervise and motivate others
- Knowledge of MS Office, Customer Relationship Management tools, and Adobe suite

Personal Characteristics

- Strong networking and relationship building skills
- Resourceful and entrepreneurial orientation and high energy personality
- Exceptional written, oral, and interpersonal communication skills
- Self-starter, resourceful, learner, and accountable for results
- Excellent time management and ability to manage and execute a project
- Works independently and in a team environment
- Comfortable speaking with elected officials, senior cabinet members, developers, and residents
- Understands the connection between real estate development and community development with an equity lens
- Willingness to work flexible schedule, including occasional evenings and weekends for events

COMPENSATION AND BENEFITS: MidTown Cleveland offers competitive compensation and benefits. The annual salary for this position starts at \$60,000. All interested candidates are encouraged to apply as there is flexibility to increase salary and title with experience. Professional development opportunities and remote work are also available to employees. MidTown is an equal opportunity employer.

To apply, please email resume, cover letter, and salary requirements with the candidate's last name and the job title in the subject line to careers@midtowncleveland.org. Interviews will begin immediately, and the position will remain open until filled.