

DIRECTOR OF REAL ESTATE DEVELOPMENT & PROPERTY MANAGEMENT

About COCIC

Central Ohio Community Improvement Corporation (COCIC) is a non-profit development corporation, committed to improving the quality of neighborhoods in Franklin County, by returning vacant, abandoned, and foreclosed properties to productive use. COCIC is a small organization that is continuously growing. Recently announcing the creation of the Central Ohio Community Land Trust (COCLT), the organization is expanding their operations through constructing affordable housing for moderate-income families in our community.

By becoming our **Director of Real Estate Development & Property Management** you'll join a collaborative, team-based organization. You will be responsible for the intake negotiations and assessment of property, the contract monitoring of rehabilitation specification writers, demolition and field services contractors, and the planning and development of COCIC land, including brownfields remediation and redevelopment. This is a tremendous opportunity for a dedicated individual who is driven and has the desire to contribute to our community's success, as well as our own growth

Job Summary

COCIC is looking for a full-time **Director of Real Estate Development & Property Management**. This position will coordinate, implement, manage and support COCIC's acquisition, holding, disposition, and redevelopment of distressed properties. The Director assists in the annual departmental budget preparation and is responsible for overseeing and documenting departmental expenditures within budget requirements.

The Director assists in the oversight and coordination of key elements and processes throughout the real estate development cycle - concept through completion – in targeted neighborhoods and political jurisdictions within Franklin County. The holder of this key position will have demonstrated exceptional attention to detail, capacity to create and maintain order, and strong verbal and written communication skills. Outstanding project management skills, and the ability to build and maintain relationships with internal and external partners are essential to overall success and effectiveness in this position.

Qualifications

- Bachelor's degree in Real Estate, Urban Planning, Business Administration, Construction Management, or other relevant fields.
- Minimum of 5 years of direct or related experience in real estate development, real estate development finance, real estate lending, or community development, including knowledge of construction.
- Demonstrate ability to build effective working relationships with people of diverse social, economic, and racial/ethnic backgrounds.
- Management or project supervisory experience necessary.
- Project management experience.
- Ability to structure complex development deals using various financing tools.
- Able to plan, schedule, prioritize, coordinate, delegate and manage multiple projects.
- Able to analyze circumstances, make routine decisions, problem solve, and give direction in order to resolve.
- Knowledge of local government entitlement processes required.
- Effective interpersonal skills. Able to give both oral and written instruction to both individuals & groups, subcontractors & suppliers.
- Ability to pass a criminal background check with no felony convictions or misdemeanors involving violence or theft.
- Must be able to pass a pre-employment drug screening.

This position description is intended to describe the type and level of work that will be performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities of a person so classified.