



DIRECTOR OF REAL ESTATE AND ECONOMIC DEVELOPMENT

Baltimore, Maryland

Park Heights Renaissance, Inc. (PHR) seeks a talented, dynamic, and experienced **Director of Real Estate and Economic Development** to provide executive leadership, management and oversight of real estate development strategies and projects, housing services and business development and expansion.

Park Heights is a 1,500-acre community in Northwest Baltimore and represents the largest urban renewal project in the State of MD. It comprises 12 neighborhoods, 80 places of worship, a diverse business community, four public schools and approximately 30,000 residents.

PHR is a non-profit 501(c) (3) organization representing residents, businesses, religious institutions, schools, agencies and other stakeholders committed to shaping a better future for Park Heights. PHR was derived as a recommendation from the Park Heights Master Plan with the mission of supporting the community in the implementation of the Master Plan activities, programs, and services.

The **Director of Real Estate and Economic Development** is responsible for management and oversight of programs and services that focus on the redevelopment and business growth within the Park Heights community. The Director will be responsible for managing a range of real estate development activities related to the acquisition and development of affordable housing and community development projects. The Director of Real Estate and Economic Development will be a resourceful, pro-active and self-motivated person with the ability to balance vision and mission with practical understanding of development financing, affordable housing and real estate development constraints within an urban renewal project area.

DUTIES AND RESPONSIBILITIES:

- Assume project management responsibility for all economic and residential development service and activities including the development and implementation of goals, objectives and priorities for the community economic development strategy.
- Will provide management, oversight and consultation in community development strategies and programs including ensuring effective grant administration of housing and development related grants and loans.
- Provides leadership and guidance on redevelopment plans and strategies, and the components and objectives of the Master Plan.
- Consult, advise and contribute to executive leadership, as well as local and state technical recommendations that contribute to preserving and enhancing the physical and quality of life of the community PHR serves.
- Secure real estate development partners, negotiate real estate development projects, and promote homeownership opportunities.
- Coordinate relationships with developers who may be interested in housing projects within the Park Heights community.
- Work with residents and other community partners on projects that increase homeownership and improve neighborhood conditions.
- Oversee implementation of grants and loans that support homeowner maintenance and improvements.
- Develop strategies that support existing business development, business expansion and business creation and work with external partners and stakeholders such as the Baltimore Development Corporation to execute such strategies to market and attract new businesses.



Administrative and Program Development

- Provide strategic planning and goal setting for the Department as well as monitor and supervise staff, develop and implement plans, programs, projects and such other initiatives.
- Participate in and coordinate fund development activities, contract management and compliance for the Department in conjunction with the Executive Director.
- Will support research that supports securing grant opportunities and in coordinating appropriate staff in the preparation of proposals and contracts for the Department.
- Contribute to and oversee the formulation and implementation of appropriate programming to meet the needs of the constituents and community that are consistent with PHR's mission and goals.
- Consult, advise and provide appropriate reporting on programmatic needs, performance and compliance; maintaining a database of business prospects, available land sites and buildings.
- Oversees the supervision and administrative functions related to personnel including: hiring, determining workload and delegating assignments, training, monitoring and evaluating performance, initiating corrective or disciplinary actions and such other matters as may be required.
- Provide contract and grant compliance such as submitting reports, obtaining appropriate signatures, completing budgeting information.
- Assume primary and appropriate relationships and responsibilities related to funders and financial institutions, as well as regulatory authorities inclusive of contracts, grants, loans and such other tools and instruments as well as the relevant reporting.

Minimum Qualifications

- The ideal candidate will have a bachelor's degree from an accredited college or university in real estate, development finance, urban planning, business, public administration, or related fields of study and five years' experience in the field.
- Knowledge of construction, development, redevelopment, land development, real estate, financing, marketing and related areas such as zoning, land use planning, environmental issues, and permitting.
- Ability to effectively deliver written and oral communications and presentations
- She/he must be able to identify performance outcomes and evaluate performance of staff.
- Must have supervisory skills and experience and be proficient in establishing, utilizing, coordinating and tracking programmatic performance and outcomes.

Salary & Benefits

Park Heights Renaissance provides a comprehensive benefits package including Medical, Dental, Vision, Life Insurance, 401(k) with company match, eleven (11) paid holidays and Paid Time Off (PTO).

Application process

For email submission of resume and cover letter, please email hr@phrmd.org. Questions may also be submitted to hr@phrmd.org.

To apply by mail send cover letter, resume, and salary requirements to:

Human Resources
Park Heights Renaissance Inc.
3939 Reisterstown Road, Suite 268



PHR is an equal opportunity employer and is open to all qualified applicants regardless of race, ethnicity and national origin, age gender, physical ability, sexual orientation, gender identity or religious affiliation.

About Park Heights Renaissance

Park Heights Renaissance (PHR) is a non-profit community development corporation dedicated to revitalizing Park Heights. The responsibility of PHR is to carry out the Master Plan for the community which was put into place in 2006. PHR works within the community establishing relationships with its residents to improve overall quality of life. At 1,500 acres, the area is the largest redevelopment effort in Maryland history with boundaries of Northern Parkway at the North, Greenspring Avenue to the East, Wabash Avenue to the West and Druid Park Drive to the South.