DIRECTOR, ECONOMIC DEVELOPMENT

Mount Washington Community Development Corporation

Employment

Pittsburgh, PA

January 15, 2015

Objective:

The Mount Washington Community Development Corporation is looking for a knowledgeable, experienced and energetic Director, Economic Development. The person in this position will perform a variety of technical, professional and administrative work to prepare and implement strategic priorities related to housing and economic development plans, programs and services, including, but not limited to, public realm improvements, business district improvements, and ongoing implementation of the MWCDC’s existing 10 Year Housing Strategy. The incumbent will serve as an advocate for economic and housing development within Mount Washington and Duquesne Heights.

The Mount Washington Community Development Corporation (MWCDC) is a 501c3, non-profit community development corporation serving the neighborhoods of Mount Washington and Duquesne Heights (population ~ 12,000), in Pittsburgh, Pennsylvania. Established in 1990, the mission of the MWCDC is to cultivate growth, development and community investment.

Nearly 1.4 million visitors flock to Mt. Washington every year for the world-renown views, unique shopping, architecture, dining and community events. MWCDC encourages participation, education, and partnerships on a variety of projects and issues including those that are complex and controversial.

Responsibilities:

Real Estate

- Review progress on 10 Year Housing Strategy and implement outstanding components including, but not limited to:
  - Improving homeowner compliance with property maintenance codes;
  - Identifying potential new sites for in-house and partnered rehabilitation;
  - Maintaining an active pipeline of potential projects, acquiring properties through a variety of means including private and public methods (Land Reserve, T-Sale, Sheriff Sale and when functioning, the City of Pittsburgh Land Bank);
Building public-private partnerships with quality developers both for joint ventures and to encourage best practice development in the neighborhood;

Managing the MWCDC’s real estate portfolio including implementing, partnering on and managing property renovations as necessary; and

Facilitating new real estate projects.

- Negotiate and manage professional service contracts, partnership agreements, property sales or acquisitions, and economic development oriented negotiations, as needed.

- Leverage knowledge about zoning and public planning processes to benefit healthy residential real estate development in Mount Washington and Duquesne Heights.

- Organize training opportunities for first-time buyers or other useful workshops for property owners or renters as necessary.

- Track residential real estate market trends in Mount Washington and Duquesne Heights.

- Identify and implement strategies to preserve housing affordability. Set goals based on best practice research and involvement with regional efforts.

- Work with the MWCDC’s Marketing and Outreach Coordinator to build and maintain positive relationships with new and existing residents inquiring about real-estate related issues and to regionally market the neighborhood’s housing assets.

**Business District and Public Realm Improvement**

- Connect existing and prospective businesses to available local, regional and national resources as appropriate in order to retain and expand business districts, diversify employment opportunities and attract increased capital investment within the community.

- Connect property owners, investors, businesses and local government to each other in order to promote and maintain healthy business districts throughout Mount Washington and Duquesne Heights.

- Work with property owners and prospective businesses and developers to match available properties with desired commercial business activities.

- Manage public infrastructure projects, including initially improving business district signage, shepherding the design of the Shiloh Street Entrance Gateway, and implementing the existing Shiloh Street Streetscape Design and other business district and public realm infrastructure designs as appropriate.

- Organize training opportunities to increase credit worthiness and access to business capital, or other useful workshops for businesses as needed.
• Maintain a relationship with various City, County, State, and Federal agencies, coordinating projects with agencies as deemed necessary and appropriate.

• Work with the MWCDC’s Marketing and Outreach Coordinator to build and maintain positive relationships with prospective and existing business owners and to regionally market the neighborhood’s businesses and public assets as a way of attracting new businesses and customers.

Other Focus Areas

• Staff and coordinate the Economic Development Committee.

• Manage multi-neighborhood partnership initiatives as necessary.

• Identify grant or other financing opportunities, complete applications, manage grants and other funding, and nurture funder relations.

• Track program progress and report on programs.

• Manage program budget responsibly.

• Work closely with organization’s executive team to fund, develop, implement and manage the development of a community plan.

• Work closely with partners, funders, elected officials, consultants, developers, business owners and residents to maximize resources, build project consensus and be successful.

• Recommend and oversee the use of consultants and outside professional service providers as needed.

• Perform other assigned duties as required for the success of the organization.

Reporting Requirements:

Prepare progress Reports for funders, partners, Board of Directors, Executive Director and Committee as needed. Provide information and make presentations to businesses, individuals, and the general public on economic development or housing issues, programs, services, and plans. Represent the MWCDC at public hearings, community meetings and conferences.

Interface:

Internal - Must interface positively with the MWCDC Board and staff.

External – Must interface positively with all partners, stakeholders, consultants, business owners, developers, elected officials, residents, volunteers, committee members and others to successfully implement job responsibilities.
Qualifications:

Education – Bachelors or Masters Degree in Business Management, Real Estate, Economics, Finance, Public Administration, Planning or other relevant course of study.

Experience – 6-10 years of experience in business development, real estate development, community development, city planning or a related field.

Preferred - Master’s degree along with a real estate license and/or an AICP certification.

Special requirements:

- Must have excellent interpersonal skills and be able to deal with people through challenging situations.
- Must be a team player, knowing when to lead and follow as necessary.
- Must have the wherewithal to endure multiple personality traits and occasionally be immersed in conflict as it relates to programs or performance.
- Must be a good listener, negotiator and communicator.
- Must have a high level of verbal aptitude and public speaking abilities.
- Must have superior writing skills.
- Must be able to maintain confidentiality.
- Must have good computer skills including familiarity with GIS systems.
- Must have good organizational skills and a high level of attention to detail.
- Must be able to make sound judgments, recommendations and decisions.
- Must be able to perform a variety of tasks and manage multiple projects.
- Exerting up to 25 pounds of force, climbing stairs, as well as occasional physical labor.
- Willing to perform regular maintenance tasks in a shared open office environment.

HOW TO APPLY FOR THIS JOB

Please send cover letter and resume directly to Ilyssa Manspeizer at ilyssa@mwcdc.org by Friday, February 13th at 4:00 PM.
Please remember to tell them you learned of this amazing opportunity on Nonprofit Talent. Thanks!