

Hilltop Alliance Director of Real Estate

Background: Since our formation in 2007 and full operation in 2009, the Hilltop Alliance (HA) has worked collaboratively to preserve and create community assets across South Pittsburgh's Hilltop. The Alliance serves the communities of: Allentown, Arlington, Arlington Heights, Beltzhoover, Bon Air, Carrick, Knoxville, Mt. Oliver Borough, Mt. Oliver City, Mt. Washington, South Side Slopes and St. Clair.

Position Summary: The Director of Real Estate is a salary position responsible for driving (1) the Hilltop Alliance's vacant property redevelopment and management activities, including guiding strategic site assembly, coordinating property acquisitions, mapping & tracking of properties in acquisition process, developing and issuing RFPs, vacant property walk-throughs to assess current conditions, other pre-development activities, and (2) Hilltop Alliance's ongoing post-development activities and responsibilities including those related to neighborhood partners, residents, development partners, and professional service providers.

Job Responsibilities:

- Maintain an active pipeline of potential projects, acquiring properties through means including private and public methods (Treasurer's Sale and Property Reserve, Sheriff's Sale and the City of Pittsburgh Land Bank)
- Identify new strategic site assemblies and maintain HA's real estate acquisitions tracking
- Manage vacant property portfolios (including those in the name of the Hilltop Alliance, HA Development LLC, City, URA and MWDC) including coordinating contractors who maintain them for overgrowth and safety.
- Manage existing occupied real estate holdings, including rent collection, renovations, tenant relations, lease compliance and negotiations and bill payments.
- Coordinate and manage professional services contracts (property management, consultants, etc.), partnership agreements, property sales or acquisitions, lines of credit for development, and other economic development-oriented negotiations, as needed
- Assist Executive Director with building partnerships with qualified developers both for joint ventures and to encourage responsible development in the neighborhoods
- Maintain a working knowledge of construction and renovations costs and practices, for financial modeling for redevelopment projects and project financing applications
- With Executive Director and Director of Construction & Redevelopment, create financial models and budgets for real estate projects, understanding of combining different funding sources, their rules, and regulations
- With Executive Director, Services Manager, and development property management firm(s), promote lease to purchase opportunities and relevant preparations for residents, as needed
- Leverage knowledge about planning, zoning and land use processes for inclusive and sustainable residential redevelopment in the Hilltop
- Promote opportunities for first-time homebuyers or other useful workshops for property owners and renters, as needed
- Track residential real estate market trends in the Hilltop neighborhoods
- Attend Hilltop Alliance Real Estate Committee meetings

Additional Responsibilities:

- Assist with grant and financing applications, reporting and compliance, as needed.
- Assist with reports, proposals, board packets, newsletters, and other written materials, as

needed

- Attend meetings with funders and clients, as needed.
- Participate in PCRG's Vacant Property Working Group on behalf of HA, as needed
- Staff Hilltop Alliance Real Estate Committee meetings, as needed

Reporting Relationships:

- This position reports to and is evaluated by the Executive Director, with input from the Construction & Redevelopment Manager, who will be a close teammate.

Experience Required:

- Bachelor's degree in a relevant field and 5+ years of relevant experience desired
- Strong experience with computer software including proficiency in Google Docs, Adobe Acrobat, Microsoft Word and Excel is required. Experience working with project management software (e.g. Asana), REGRID and Arc GIS is strongly desired.
- Familiarity with basic office machines including voice mail, copy machine, scanner, etc.

Skills Required:

- Ability to analyze maps of property conditions and identify trends and opportunities
- Well-organized and detail-oriented
- Excellent communication skills, including verbal and written
- Able to collect information, determine key objectives, and act strategically
- Able to learn quickly in a small office
- Able to establish and maintain positive working relationships with diverse groups including residents, property owners, peer organizations, public officials, and other stakeholders
- Able to manage workflow and prioritize conflicting activities while providing support to other professional staff and partners
- Support of nonprofit community development, including preserving and developing all types of affordable housing

With the subject title "Director of Real Estate Position", please email a single Word document or PDF as an attachment (titled with your last name), including a cover letter (1 page), a resume (1-2 pages), contact information for three (3) professional references and salary expectations to bill@pghilltopalliance.org. All applications are due by Monday, September 4. Phone screening will be done on a rolling basis. In-person interviews are expected to be scheduled for early- or mid-September, with a hiring decision by late September.

Salary range is \$65,000 – \$75,000, DOQ. Benefits include health, vision, dental, short-term, and long-term disability insurances, simple IRA plan with 3% employer match, and paid time off and holidays. Our staff is currently operating in a hybrid form (in-office, on-site and from-home) and we expect that to continue indefinitely with some modifications.

Hilltop Alliance is an Equal Opportunity Employer.