

STLPARTNERSHIP

Director of Real Estate

Work to Improve and Increase Economic Opportunities in the St. Louis Region

The St. Louis Economic Development Partnership (STLPartnership) is a Missouri non-profit corporation organized for the purposes of advancing the social welfare, health, and economic interests of the St. Louis region and its residents. In furtherance of its organizational purposes, STLPartnership provides governmental economic development services to both St. Louis County and the City of St. Louis.

STLPartnership aligns regional efforts in business development, business finance, entrepreneurial support, and international trade services and provides a broad range of services to boost innovation and entrepreneurship, support business retention and expansion, enhance the region's global relevance, and revitalize communities. STLPartnership is a key facilitator of initiatives to encourage equitable economic prosperity and resiliency in the St. Louis region.

Position Description

Under the supervision of and reporting to the Vice President of Strategic Initiatives, the Director of Real Estate is responsible for overseeing the operations of STLPartnership's Real Estate division, including facility management of any property owned or maintained by STLPartnership or its affiliated entities (such as the Land Clearance for Redevelopment Authority of St. Louis County or the St. Louis County Port Authority). Demonstrates the ability to identify and recommend strategic redevelopment activities in St. Louis County through the various focus areas of STLPartnership. Assists STLPartnership personnel to provide overall supervision of a team of professional real estate, facility Site Administrators, and facility management personnel or consultant. With assistance from STLPartnership leadership, manages complex commercial construction projects. In collaboration with STLPartnership's Community Investment division, works with government, business, and community leaders to identify problems and develop solutions for community redevelopment. Partners with various outside entities and internal staff to monitor and report on progress regarding all county economic development activities involving real estate. Recommends solutions for community development and real estate challenges facing STLPartnership. Coordinates with other STLPartnership divisions and regional and local organizations. Responsibilities include (but are not limited to): contributing to administration, oversight of facility management, strategic planning, redevelopment, program management, real estate management, and budgeting for the Real Estate division.

Job Duties

- Under the guidance of the STLPartnership leadership, orchestrates the design, procurement, construction, and execution of complex commercial, residential, and infrastructure projects including all project participants (consultants, architects, engineers, contractors, and subcontractors) from implementation to completion.
- Assists in the administration of STLPartnership's real estate development activities, including

deal sourcing, financing, analysis, documentation, and portfolio and project management.

- Administers a portfolio of existing real estate investments and oversees STLPartnership's real estate.
- Assists STLPartnership personnel to manage facilities and business incubator staff.
- Functions as the real estate representative for STLPartnership and all affiliated entities.
- Recommends direction for redevelopment activities and technical assistance to county municipalities and other agencies; oversees property acquisition through negotiation; provides overall guidance for construction activity, including developing programming requirements, plans and specifications; and supervises the bidding process and awarding of contracts related to job duties.
- Suggest strategies to manage and supervise division to achieve goals within available resources.
- Assists STLPartnership personnel to plan and organize workloads and staff assignments, trains, motivates, and evaluates assigned staff.
- Researches or conducts real estate project due diligence, such as: feasibility studies, market analysis, environmental assessments, zoning and land use, site planning, and permitting.
- Coordinates real estate project obligations such as taxes, insurance, debt service, and property maintenance.
- Manages all aspects of site acquisition such as research on ownership, negotiating letters of intent and purchase agreements, identifying funding, and securing access.
- Works with STL Partnership's Community Investment division to develop a redevelopment strategy for North St. Louis County.
- Provides insight and direction to leadership in the development of short-and long-range departmental plans.
- Gathers, interprets, and prepares data for studies, reports, and recommendations.
- Collaborates with internal and external parties as appropriate.
- Assists STLPartnership personnel to recommend strategy to maximize utilization of business incubators and other Partnership assets.
- Actively manages the sale of properties; generates interest and demand for properties listed for sale.
- Develops and executes projects for the Land Clearance for Redevelopment Authority of St. Louis County (LCRA) in compliance with Chapter 99 of the Revised Statutes of Missouri and for the St. Louis County Port Authority (Port) in compliance with Chapter 68 of the Revised Statutes of Missouri.
- Assists with the application, creation, management, and use of tax abatements and tax increment financings (TIF), Chapter 353 tax abatement, community improvement districts (CID), transportation development districts (TDD), and other redevelopment options.
- Advises regarding project finance concepts and tools, including public and private incentives, such as: federal and state tax credit programs, tax-increment financing, tax abatement, opportunity zones, community improvement districts, port improvement districts, AIM Zones, capital investment strategies, etc.
- Liaises with community-based and economic development organizations; attends meetings and serves on committees as needed; and maintains relationships with federal, state, and local governmental entities.
- Coordinates with STLPartnership's Grants Committee to identify federal, state, and local grant opportunities.
- Performs various other duties and functions as assigned.

Professional Qualifications

Education

Bachelor's degree from an accredited institution in business, real estate, public administration/policy, planning, economic development, community development, or a related field.

Experience and Skills

- 7+ years of progressively more responsible related work experience or other equivalent combination of education and experience.
- Excellent client-facing and peer-to-peer communication skills.
- Excellent written and verbal communications skills.
- Quantitative and analytical skills, particularly as applied in the real estate and economic development settings.
- Strong organizational skills, including attention to detail and multi-tasking.
- Personal discretion and ethical comportment.
- Ability to become familiar with Missouri laws related to the LCRA (Chapter 99, RSMO), Port Authority (Chapter 68, RSMO), and Community Improvement Districts (Chapter 67, RSMO).
- Ability to become familiar with project finance concepts and tools, including public and private incentives, such as: federal and state tax credit programs, tax increment financing, tax abatement, opportunity zones, community improvement districts, port improvement districts, and AIM Zones.
- Experience working and interacting in the commercial real estate community, and with elected officials, community and municipal leaders, and other key stakeholders in real estate redevelopment.
- Skilled in working with a diverse range of people from a variety of socio-economic levels and building consensus around a common set of goals and outcomes.
- Experience working in complex environments and managing multiple projects simultaneously.
- Proven experience in reviewing development plans, as well as, managing, and executing real estate development projects.
- Experience in managing third-party vendors on construction or maintenance tasks.
- General knowledge of real estate, property appraisals, and other related activities.
- Experience collaborating with multiple stakeholders in program/project management.
- Demonstrated ability to generate creative solutions.

Personal Qualities

1. Demonstrated commitment to public service and STLPartnership's mission.
2. Self-motivated and able and willing to manage an aggressive schedule to meet job demands.
3. A team player who inspires collaboration and is well-organized.
4. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Interpersonal Characteristics

A strong passion for equitable economic development, helping businesses, creating employment, and positively changing communities. Strong written and verbal communication skills are expected. The selected candidate should be a strong team and relationship builder and self-motivated. It is expected that the selected candidate will recognize and respect diversity and work effectively with people of all backgrounds and cultures and will have a desire to make a positive difference within the community. It

is expected that the selected candidate will maintain a professional work environment and will treat others with respect and dignity in executing all job functions.

Working Conditions

The job duties described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. STLPartnership currently offers a hybrid remote/in-office work environment.

Compensation and Terms

Commensurate with experience, STLPartnership offers a competitive base salary and a culture that fosters and supports creativity and innovation. STLPartnership offers a generous benefits package that includes paid time off and holidays; medical, dental, vision, life, and disability insurance; and retirement plan options. This is a full-time, exempt position under the Fair Labor Standards Act.

Interested and qualified applicants should submit their resume to <https://stlpartnership.aaimtrack.com>. Applicants are also encouraged to visit STLPartnership's website to learn more about the organization and opportunity: www.stlpartnership.com and <https://stlpartnership.com/careers/>.

The St. Louis Economic Development Partnership is an equal opportunity employer. STLPartnership considers applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Accredited Economic Development Organization



The St. Louis Economic Development Partnership is proud to have earned the distinguished title, Accredited Economic Development Organization (AEDO) from the International Economic Development Council (IEDC). The accreditation signifies the professional excellence of economic development entities throughout North America.