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# MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

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**TITLE:** REAL ESTATE DEVELOPMENT MANAGER

**FLSA:** EXEMPT

**REPORTS TO:** VICE PRESIDENT, REAL ESTATE DEVELOPMENT

**UPDATED:** JUNE 2023

**PAY GRADE:** 5

## POSITION SUMMARY

The Real Estate Development Manager drives high potential real estate development site identification efforts through assessment of physical development potential, including review of site studies and current and potential utilities and other infrastructure; works with the real estate team to develop a robust state inventory of investment ready sites; assists in the creation of site marketing material; and performs other activities related to creating, maintaining and advancing strategic site readiness for the MEDC. This position coordinates various professional experts related to site development, identifies barriers and gaps in a site's readiness and makes recommendations for how to address challenges. Position works closely with utility companies and all infrastructure contributors, including external, local Economic Development Organizations, state and federal agencies and works as a key team member to proactively identify development ready sites and respond to new company attraction needs in support of strategic site readiness.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

*(These duties and responsibilities are judged to be "essential functions" in terms of the Americans With Disabilities Act or ADA)*

- ✎ Manages a comprehensive project management system for business development site initiatives & technical support in alignment with the organization's strategic plan; develops and executes guidelines, procedures, and best practices for ensuring a successful industrial/site development pipeline.
- ✎ Manages investigations, studies and reports for site readiness potential and site development.
- ✎ Coordinates with professional experts, utility companies, transportation logistics, etc. needed for determining site development potential.
- ✎ Collaborates with local economic development organizations to aggressively develop industrial properties in order to attract and retain companies in target industries that support growth in jobs, wages, and investment.
- ✎ Collaborates across the MEDC business units including, but not limited to, RFP/RFI response, Business Development and Global Attraction, Marketing and Communications, to respond to site requirements for Michigan's business attraction efforts and pro-actively develop a site ready database.
- ✎ Leads preliminary, pre-development and post award site development activities.
- ✎ May prepare RFPs for professional services and scopes of work for site development contracts and grants.
- ✎ Use various IT platforms for research and marketing purposes.
- ✎ Facilitates the MEDC site readiness inventory, continually advancing state of site readiness.
- ✎ Performs other related duties as directed.

The above statements are intended to describe the general nature and level of work being performed by a person in this

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position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

## RECOMMENDED EMPLOYMENT QUALIFICATIONS

**EDUCATION:** This position requires a Bachelor's degree from a four-year college or university in Real Estate, Civil Engineering, Construction Management, or related field; or equivalent combination of education and experience.

**EXPERIENCE:** This position requires a minimum of four to six years of related experience in real estate acquisition and real estate development management with direct experience in managing large projects from conception to execution. Experience with GIS programs, Microsoft Project and Smartsheet preferred.

**SUPERVISORY RESPONSIBILITIES:** This position does not have supervisory responsibilities.

**CERTIFICATES, LICENSES, OR REGISTRATIONS:** None

**OTHER KNOWLEDGE, SKILLS, AND ABILITIES:**

*(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

**REQUIRED:**

1. Demonstrated knowledge of site development disciplines, site planning, real estate development, wetlands, environmental, geotechnical, traffic, utilities.
2. Ability to read and comprehend construction drawings and technical specifications.
3. Familiar with commercial land acquisition, governmental & municipal entitlement processes.
4. Ability to define problems, collect data, establish facts, and draw valid conclusions.
5. Ability to make recommendations based on site analysis as to site readiness.
6. Ability to function with strong interpersonal skills and the ability to coach and guide employees.
7. Ability to multi-task and adapt to quickly changing environments.
8. Ability to respond to the sensitive inquiries or complaints.
9. Ability to establish positive business relationships with a wide variety of customers.
10. Ability to write reports, business correspondence, and procedure/process documents.
11. Ability to effectively present information and respond to questions from groups of managers, clients, customers, internal and external partners, and the general public.
12. Ability to multi-task and handle and prioritize multiple projects and responsibilities.
13. Ability to use common business computer software such as MS Office tools, Word, Excel, Outlook and PowerPoint effectively.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus, especially due to concentration on a computer screen and small numbers.

**WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate. Travel may be required for this position, generally within State of Michigan.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.