

# Job Description



**Job Title:** Development Associate

**Reporting To:** Director of Development

**Job Function:** Real Estate Development  
Project Management

**Job Location:** Cleveland, Ohio

## **Summary:**

The Development Associate will work with the Director of Development and in many cases will be assigned to be the lead GBX associate on real estate projects. The Development Associate will be the main point of contact on assigned development projects for both internal team members and external development partners. With input from the Director of Development, the Development Associate will manage all phases of the project from concept through construction and further to the transition of the property to asset management. Additionally, acting as an Owner Representative, the Development Associate will represent GBX interests in various development projects with JV partners and developers and work with internal project managers to both guide internal reporting and oversee the historic rehabilitation process.

The Development Associate must be an analytical and creative thinker, able to conceptualize a project, assemble the appropriate team, and successfully implement assigned project tasks. This role will be a member of the Development team, work closely with the GBX Finance, Legal, and Project Management teams, and will be the main point of contact with architects, engineers, consultants, contractors, and property management personnel for projects assigned by the Director of Development.

GBX Group is an innovative, entrepreneurial organization. Working with our investors, we are dedicated to the revitalization of historic real estate properties in some of the greatest cities in the US. Our culture is unique and very important to us. We challenge one another, work hard, and truly enjoy how our work makes a difference to people in the communities we serve. We are looking for someone who is smart, driven, and passionate about being part of a team that makes a real impact to join GBX as our Development Associate.

## **Essential Duties and Responsibilities:**

- Work closely with the Director of Development on assigned capital projects.
- Work directly with developers/JV partners to ensure project flow.
- Understand and manage specific tasks within all phases of the development process life cycle.
- Create and manage financial feasibility models/proformas for prospective real estate developments.
- Guide the project through the historic rehabilitation process (i.e. easement requirements and/or HTCs) using consultants and GBX's collective expertise.
- Coordinate development with various historic preservation groups as necessary.
- Represent assigned projects to internal groups and committees.
- Work with internal project managers to maintain all projects' status reports.
- Lead periodic project development/construction updates with developers/JV partners.
- Periodically ensure information on CRM (Zoho) is accurate and up to date.

## **Education / Experience:**

- 5+ years real estate development or related management experience.
- Bachelor's degree in management, real estate or related area of study.

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## **Knowledge Skills & Abilities:**

Knowledge, skills and abilities listed below are the requirements needed to be proficient in this role.

- Demonstrate behaviors consistent with the organization's Cultural Norms and Core Values.
- Strong initiative along with a willingness to jump in, solve problems, and compromise appropriately.
- Strong project management skills.
- Experience reading architectural and construction plans, as well as reading and managing project schedules and budget.
- Self-directed and able to work well with individuals at all levels of the organization.
- Well-organized and hard-working with the ability to prioritize and multitask.
- Assertive, creative, and adaptable to changing conditions.
- Results-oriented and detail-oriented with a passion to excel.
- Excellent written and verbal communication skills; Knowledge of accepted business language.
- Exercise sound judgment.
- Meet deadlines.

## **Computer Skills:**

- Proficiency with Microsoft Office software (Word, Excel, PowerPoint, Outlook).
- Knowledge of architectural and construction software (AutoCAD, SketchUp, Revit) is preferred.
- Proficiency with Smartsheet or similar software preferred.

## **AAP/EEO Statement:**

GBX provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. GBX hires and promotes individuals solely on the basis of their qualifications for the job to be filled.

***The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other related duties as assigned by their supervisor.***