

## OPEN POSITION: PROGRAM MANAGER – REAL ESTATE FOCUS

### Background

The Memphis Medical District Collaborative (MMDC) seeks a qualified Program Manager to join our growing team. Established in early 2016, MMDC is a not-for-profit, community development organization committed to strengthening the communities between and around the eight major anchor institutions in the Memphis Medical District. MMDC seeks applicants who have a proven record of developing, operating and managing redevelopment programs, projects and activities in existing urban contexts.

The Memphis Medical District is home to eight medical and educational anchor institutions and more than 9,500 residents. Together, the institutions have more than 24,000 employees and students, a collective operating budget of \$2.7 Billion, are in the midst of more than \$3 Billion in planned or current capital expansions, and control more than 250 acres of real estate. The institutions, along with local and national philanthropy support the work of MMDC to revitalize the Memphis Medical District and create a vibrant link between Downtown and Midtown Memphis.

### MMDC Program Portfolios

MMDC's approach is comprehensive and inclusive of residents, employees, students, and visitors to the district. In addition to connecting the dots across the eight institutions, MMDC also focuses on the following six program portfolios:

1. **Public Spaces** – Parks, Streetscapes, Plazas, and Connections.
2. **Safety and Security** – Coordination of safety efforts and environmental improvements
3. **Programming and Marketing** – Activation of spaces and telling the District's story
4. **Community Development** – Supporting and connecting the diverse neighborhoods in the district through planning, growing and attracting small businesses, transportation, and other means.
5. **Real-estate** – Cultivating a rich environment for appropriate development with a focus on creating mixed-use, mixed income places.
6. **Anchor Programs** – Leveraging institutional demand through - Live Local 901, Buy Local, Hire Local Strategies

### Program Manager Responsibilities

The Program Manager position will support the President in managing our planning and real-estate programs in the Medical District. This portfolio currently includes: site specific planning efforts; RFPs for new projects and development opportunities; district wide commercial and residential planning and infill efforts; recruitment of development consistent with residential and retail market studies; community engagement; and governmental outreach and coordination around programs and policies related to real-estate development.

## **Candidate Qualifications**

The ideal candidate will be an urbanist with a deep understanding of cities and city building strategies. They will be committed to the regeneration of urban neighborhoods and to working closely with our network of medical and educational anchor institutions, advisers, local businesses and community leaders. The candidate must be an energetic, self-starter, who is well organized, and capable of functioning in a very independent situation. The candidate must be confident working in a fast-paced, start-up environment, and possess a desire to grow within a dynamic and high-performing team. Additionally, the candidate must have:

- Experience with real-estate, community development, urban design, and/or economic development programs;
- An understanding of urban planning principles and practices and/or community development principles and procedures;
- A background with real-estate services and transactions;
- Experience with GIS; data analytics; or design software is a plus.
- Knowledge of economic development finance, redevelopment, and emerging real-estate development trends;

More, we are seeking a candidate with the following attributes:

- Has a positive, open, creative and flexible attitude;
- Is comfortable managing several different types of projects simultaneously;
- Collaborates and openly shares information with team and stakeholders;
- Analyzes data, national trends, and research; and
- Wants to grow with a group of people working to make Memphis a more vibrant place.

## **Minimum Qualifications**

- A master's degree in a related field with a minimum of two years' professional experience OR equivalent work experience (four years related work experience).
- Excellent oral and written communication skills.
- Must be comfortable advocating for your positions and speaking in public.
- Strong organizational skills and commitment to meet deadlines.
- Passion for social, economic and/or civic issues.
- Experience with place-based initiatives (ie. CDC; medical district; innovation district; neighborhood redevelopment).

## **Submittal**

If you are interested in applying, please submit your resume and cover letter to [info@mdcollaborative.org](mailto:info@mdcollaborative.org). In your cover letter, let us know why you are interested in this type of work and specifically what your experiences have taught you about how design of the built environment, real-estate and community work together to make great places.

NO PHONE CALLS. For more information: [www.mdcollaborative.org](http://www.mdcollaborative.org).