

Partnership in Property Commercial Land Trust Business and Commercial Real Estate Manager Position Description

Partnership in Property Commercial Land Trust (PIPCLT) is seeking an extraordinary Business and Commercial Real Estate Manager to oversee the commercial land trust projects.

PIPCLT envisions neighborhoods as reflections of the economic, cultural, and social life of its people. Places that anchor, hold, sustain and nurture the health and wealth of a community. Neighborhoods where local BIPOC businesses can grow and thrive, residents claim space through decision-making power and ownership of land, and together are building a vibrant human-centered economy.

The MISSION of PIPCLT is to (re)develop and preserve long-term affordable commercial spaces through community driven ownership of land.

Core PIPCLT VALUES are:

Equity: Race is a factor in our community; we work to explicitly address racial, gender, and economic disparities in our community. All decisions will be made using an intersectional equity lens or framework. We strive to create a new narrative as we strengthen community assets.

Community driven ownership: CLTs define land as being “community owned” because the land, asset or facility is entirely owned and managed by a community-based membership organization.

Community engagement and organizing: We believe that truly participatory community engagement involves shared learning and that decision making builds trust and will yield the highest impact for the community served. The power to make decisions should include those most impacted. Community should be engaged throughout the development process from property selection to tenant selection.

Anti-displacement: Displacement of community-owned businesses has psychological impacts on residents. We will use our resources to preserve and create affordable commercial spaces indefinitely. CLTs use long-term community ownership of land through a 99-year ground lease agreement, which has demonstrated effectiveness in combating displacement of occupants.

LOCATION: Minneapolis, MN

SALARY: \$70,000-\$85,000

TYPE: Full-Time

POSITION OVERVIEW

This role will be responsible for leading and implementing programs, systems and processes

related to the organization's commercial real estate and business partnerships. Furthermore this role will collaborate with the following board committees: pre-development, property management, business recruitment and selection. This role reports to the Executive Director.

PRIMARY DUTIES AND RESPONSIBILITIES:

Property Management (45%)

- Develop Marketing Materials for new listings
- Create and add commercial land trust properties on an aggressive and on-going basis
- Manage relationship with consultants/contractors
- Develop short-term and long-term property management strategy for organization
 - Establish and nurture partnerships with existing property management providers, contracting, etc
 - Explore feasibility and develop a plan to create an in-house property management arm (revenue generating)

Business Support (35%)

- Be primary point of contact for existing business partners in trust and prospective business owners seeking real estate ownership opportunities through the CLT.
- Manage the business selection process: process Business Applications and work with applicant to ensure all materials are submitted, schedule and lead interviews with businesses
- Develop process for the initial sale and resale of commercial land trust properties
- Serve as a connector and navigator of resources/relationships businesses will need to successfully own commercial property

Community Engagement and Partnerships (20%)

- Develop a comprehensive community engagement plan for PIPCLT with business owners, local government, and other stakeholders
- Build, nurture and manage relationships with various stakeholders including with small business support organizations, businesses, nonprofits and broader community members.
- Translate feedback from engagement efforts into related programmatic operations of the land trust.

EXPERIENCE REQUIREMENTS:

Interpersonal

- Demonstrated leadership skills, including public speaking, consensus building and the ability to initiate community engagement efforts and run community meetings
- Have 3+ years' experience within the field of Real Estate
- Strong interpersonal and communication skills, excellent written and verbal skills
- Ability to create and nurture an inclusive culture internally and externally that celebrates individual and collective identity, centering BIPOC voices

- Self-starter with the capacity to work collaboratively and effectively communicate tasks and project updates
- Have a solid grasp of and commitment to PIPCLT's mission, vision and values. Experience in startup/nonprofits preferred

Administrative

- Effective organizational and time management skills including the ability to work independently as well as in a team setting
- The ability to manage time, priorities, and resources effectively in a fluid and fast paced environment
- Must possess significant attention to detail
- Demonstrated strategic thinker

Community

- Demonstrated commitment to social and economic justice with particular focus on community and collective ownership. Thorough understanding of property development, small business development, and community and economic development strategies
- Knowledge of the Twin Cities community organization landscape
- Knowledge of federal, state, city and county funding resources, programs and techniques for economic development
- Previous knowledge of the community land trust model, cooperatives, and business lending a plus
- Demonstrated success in working with local government entities preferred

QUALIFICATIONS SOUGHT (not required)

- Significant management experience related to community-based economic development, small business, non-profit management, or real estate
- Knowledge of economic, political, and social dynamics of urban neighborhoods
- Proficient computer skills including Microsoft Office programs (Excel, Word, Power Point) applications
- Must have personal transportation available for use
- Bachelors and/or Masters degree in appropriate discipline preferred (e.g., business, public policy/administration, project management, economic development real estate, urban planning and development, law)

Benefits: Health, FSA/HSA, 401K Retirement Account, and PTO

PIPCLT currently does not have a physical location, so all staff are working remotely. The ability to work on site in the next 12-18 months is expected. The organization is exploring long-term hybrid (remote/on site) work schedules.

HOW TO APPLY:

Submit your cover letter, resume and references in one PDF document via email with "Business and Commercial Real Estate Manager" in the subject line. Send to Domonique Jones at domonique@pipclt.org

Applications will close December 23, 2021.

PIPCLT is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. Applicants from underrepresented backgrounds and applicants who identify as low-income are encouraged to apply.