

# HCSC

HARVARD COMMUNITY SERVICES CENTER

18240 Harvard Avenue, Cleveland, Ohio 44128 • (216) 991-8585 / Fax (216) 991-3818



2023 - 2024 OFFICERS  
Leonard Young, President; Barbara Williams Bennett, Vice President  
Ulysses Glen, Secretary; Ralph Burton, Treasurer  
Rev. Mel Kendall McCray, Past President \* Elaine Gohlstin, President/CEO  
[www.harvardcommunitycenter.org](http://www.harvardcommunitycenter.org)



## POSITION DESCRIPTION

**TITLE:** Real Estate Development Manager  
**STATUS:** FULL-TIME  
**REPORTS TO:** Director of Community Development

### THE ORGANIZATION

The mission of the Harvard Community Services Center (HCSC) is to improve the quality of life and social functioning of residents in the Lee-Harvard, Miles, and Seville areas. We endeavor to provide a place where the community can engage in positive leisure, cultural, and educational experiences that continue to uplift our community and our neighbors.

### SUMMARY OF POSITION

The HCSC seeks a highly motivated and entrepreneurial Economic Development Manager who will play a key role in building and sustaining the HCSC real estate development goals within its service area. The ideal candidate will have a strong background in relationship management along with consummate commercial and residential experience which they will leverage to create economic opportunity and build a robust real estate development presence in the Lee-Harvard neighborhood.

Under the leadership and direction of the Director of Community Development, the Real Estate Development Manager will lead in the identification of commercial and residential real estate tools that will lay the foundation for transformative, economic growth within the Lee-Harvard community. Additionally, the Real Estate Development Manager will cultivate and maintain relationships with the development community, financial institutions, organizational partners, and the City of Cleveland to bring awareness to the residential and commercial real estate opportunities in the neighborhood. The Real Estate Manager will also gather both qualitative and quantitative data via demographic analyses, community surveys, and community-level research. Together, the HCSC community and the real estate development team will further support holistic neighborhood growth by leveraging collaboration with partners including Cleveland Neighborhood Progress and the City of Cleveland to attract residential and commercial development to the Lee-Harvard service area.

Certificate of Accreditation, United Neighborhood Centers of America, Inc.  
EX-OFFICIO: Juanita Brent, Joseph T. Jones  
HONORARY MEMBER: Carole E. Hoover  
FOUNDER: Rubie J. McCullough (Deceased)

An Equal Opportunity Employer



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## KEY RESPONSIBILITIES:

### COMMERCIAL AND RESIDENTIAL REAL ESTATE DEVELOPMENT

- Research, compile, organize, and interpret neighborhood-level data and demographic information.
- Proactively seek out and attend recommended economic and community development training and workshops.
- Cultivate and maintain relationships with the development community, financial institutions, organizational partners, and the City of Cleveland to bring awareness to the real estate development opportunities in the neighborhood.
- Build and maintain a real estate listing tracking system.
- Identify, secure, market, and sell CCLRC State Forfeited and tax foreclosure sale properties.
- Market and promote HCSC community assets and strengths to existing and potential stakeholders, community, and small business leaders.
- Identify, secure, and purchase commercial and residential properties for HCSC's real estate inventory.

### COLLABORATION

- Plan and coordinate HCSC meetings around real estate development
- Attend regularly scheduled meetings with the county, city, and organizational partners to gather and disseminate information on development, financing, and real estate trends that will benefit development in the Lee-Harvard community.

### PREFERRED SKILLS

Bachelor's degree in urban planning, real estate, or related work experience.

2-4 years of professional community-based experience in the real estate development industry or related field.

Good written and oral communication skills.

- Ability to work independently, and as a team member.
- Able to multi-task
- Organizes and takes the initiative.
- Maintains confidentiality.
- Able to problem solve and make good decisions.
- Real estate license preferred.
- Familiarity with residential and commercial real estate development
- Perform project feasibility analysis and experience with pro forma development and strategy.

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## KEY QUALITIES

- Strategic and innovative thinker.
- Strong work ethic and understanding of the importance of producing a quality work product.
- Professional image and demeanor
- Understands the importance of timeliness and meeting deadlines.
- Highly motivated, entrepreneurial, and goal oriented.
- Provides exceptional customer service to HCSC constituents including organizational partners, development partners, financial institutions, and the City of Cleveland.
- Able to take calculated risks when information is not known or incomplete.
- Collaborative and team player-minded, able to build and maintain positive relationships with coworkers, colleagues, community stakeholders, and leaders.
- Able to work well with internal and external leaders and stakeholders.
- Strong desire to learn and grow professionally within the organization.
- Able to receive and provide feedback on projects, initiatives, and programs.

**SALARY: Is based upon experience and is negotiable**

## BENEFITS

- Generous amount of sick, personal, and vacation time
- Holidays
- Health and retirement benefits are available

## ADDITIONAL EXPECTATIONS

- Must pass a background check.
- Must have a valid driver's license and regular access to a vehicle.
- Must be able to lift at least 25 pounds.

**TO APPLY:** Please email a cover letter and resume in PDF form to the CDC Director Richard Goudreau at [goudreauhcsc@gmail.com](mailto:goudreauhcsc@gmail.com). With the subject line "Application for HCSC CDC Real Estate Development Manager Position".

**NO PHONE CALLS, PLEASE.** This position will remain open until filled.

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