



Akron Metropolitan Housing Authority  
100 West Cedar Street  
Akron, Ohio 44307  
(330) 762-9631  
[www.akronhousing.org](http://www.akronhousing.org)

**Akron Metropolitan Housing Authority**

**Job Title: Real Estate Planning & Development Coordinator**

**Reports to: Director of Real Estate Development**

**Department: Real Estate**

**Date: January 2024**

**FLSA Status: Exempt**

**Minimum: \$53,700 Annually**

Apply for Real Estate Planning & Development Coordinator using the link below:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=306a45fc-3c35-4dad-b801-9a3d44340507&cclid=19000101\\_000001&lang=en\\_US&jobId=9200669022087\\_1&source=EN](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=306a45fc-3c35-4dad-b801-9a3d44340507&cclid=19000101_000001&lang=en_US&jobId=9200669022087_1&source=EN)

**SUMMARY:**

The **Real Estate Planning & Development Coordinator** has the overall responsibility to support the Director of Real Estate Development and operations and administration of the Real Estate Department. The Real Estate Department is responsible to (i) create additional affordable housing units and redevelop existing units attempting to maximize opportunity, resources and efficiency; (ii) draft, negotiate and close Akron Metropolitan Housing Authority (AMHA) transactions and agreements; (iii) manage AMHA's real estate portfolio in compliance with HUD and other regulatory agents or partners; and (iv) handle all other matters relating to AMHA's real estate, including special projects. All activities must support AMHA's mission, strategic goals, and objectives.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist with special projects, including AMHA's Summit Lake Choice Neighborhoods project and implementation of the Transformation Plan
- Assist with real estate acquisitions, dispositions and repositioning
- Research HUD and other regulatory compliance (ex. Environmental Reviews, Section 18 demolition/disposition, HUD program requirements, etc.) and assist with compliance
- Collect, analyze, and present data and information for use in analysis and various plans and reports
- Produce Annual and Five-Year Plans, including, but not limited to, creating timelines, drafting, proofing, managing the public process, and submitting the reports to HUD
- Produce AMHA's Annual Report
- Responsible for insurance tracking
- Assist with general real estate matters (ex. easements, encumbrances, license agreements, etc.)
- Provide administrative support and assist in keeping the Real Estate Department organized and on track
- Coordinate, plan, and host meetings, projects, and community events
- Perform research and clearly and succinctly present such information verbally and/or in writing
- Perform other duties as assigned and/or required

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Basic knowledge of general real estate principles and practice

- Basic knowledge of affordable housing preferred
- Ability to interpret and apply federal and state rules and regulations and AMHA policies and procedures
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Takes initiative to make things happen and sees tasks through to completion
- Learns and applies new information quickly
- Critical thinking and analytical skills with a strong ability to problem solve
- Comfortable coordinating communications, meetings, and projects both internally and externally
- Ability to work simultaneously on several projects in a fast paced, deadline driven environment
- Strong communication skills both written and oral
- Organized and can work independently
- Ability to establish and maintain positive internal and external relationships
- Possesses a sense of urgency when required and is a team player
- Skilled in Microsoft Excel, Microsoft Word, Power Point, Outlook, Zoom, Adobe Illustrator, InDesign, Photoshop, Canva, and Microsoft Teams
- Basic knowledge of Summit County's Geographic Information System (GIS) preferred

#### **MINIMUM QUALIFICATIONS**

- Minimum of a Bachelor's degree in Real Estate, Urban Planning, Urban Studies, Public Administration, legal studies or related field and 2-4 years of relevant work experience required
- Possesses the knowledge, skills, and abilities listed above
- Valid driver's license
- Eligibility for coverage under AMHA fleet auto insurance

#### **PHYSICAL DEMANDS / WORK ENVIRONMENT**

- Physical demands may include kneeling, reaching, pushing, fingering, manipulating, talking, hearing, sitting for extended periods, crouching, standing for extended periods, stooping, walking, lifting up to 10 lbs. and repetitive motion using a keyboard, telephone and calculator. The visual acuity requirements include viewing a computer monitor and extensive reading.
- The incumbent will primarily work in an office environment but will visit AMHA properties and/or construction sites and may be exposed to outside weather conditions.

AMHA offers a culture committed to diversity, equity and inclusion; comprehensive compensation and benefits program including, but not limited to: Competitive salary; Participation in the Ohio Public Employees Retirement System; Excellent medical, free dental and vision plans with minimal out of pocket cost; Basic Life insurance; Fourteen paid holidays; Paid vacation, personal and sick plans.