



Position Holder's Name:		Position Title:	Director, Sites & Real Estate
Classification:	Professional	Type:	Full-time, Exempt
Org. Unit Name:	Project Management	Reports to:	VP, Project Management

The **Regional Economic Development Initiative (REDI) Cincinnati** is the first point-of-contact for any company looking to locate to or expand within the 15-county Metropolitan Statistical Area (MSA) of southwest Ohio, northern Kentucky and southeast Indiana, otherwise referred to as the Cincinnati region. An award-winning organization, REDI Cincinnati's purpose is to unite the region to compete globally to bring job creation and capital investment to the region. We are the JobsOhio Network Partner for southwest Ohio.

SUMMARY:

The Director of Sites & Real Estate is responsible for helping to create and lead REDI Cincinnati's role in the regional proactive site development and reactive site selection markets. Managing and enhancing our relationships with all partners involved in site development is critical. In this position, the director is expected to oversee the day-to-day execution of a sites manager, primarily responsible for the reactive site search process. This role acts in close guidance with the Vice President of Project Management. In addition, the director will participate in organizational wide strategies including the business retention and expansion program. This is a high-profile position interacting and building relationships with key audiences that include REDI investors, economic development professionals, utility providers, government agencies, and more.

DUTIES AND RESPONSIBILITIES:

The Director of Site Selection and Real Estate is a go-getter with a strong motivation to help the region's growth and success. In this role the director will be responsible for executing against REDI's sites and infrastructure strategy across the entire 15 county region. This person logically examines facts and situations and has a desire for action and willingness to accept responsibility. He or she will be responsible for creating and/or setting up systems that are process oriented and support the team to successfully execute on strategy for exceptional results.

A willingness to be persistent in advocating for the Greater Cincinnati region to stakeholders despite encountering significant obstacles or rejection is a must. Attention to detail and ability to follow through are essential traits in leading the real estate strategy. Having an interest in building and maintaining relationships will allow this person to have meaningful interaction and successful outcomes with our clients, investors, and team members.

The director should be enthusiastic about REDI's purpose and excited towards the team and one's own goals. The role will assist the Vice President of Project Management in advancing the REDI Cincinnati site strategy, including monitoring, reporting, and promoting site related activity.

This person is comfortable working under deadlines and busy schedules, managing effective conflict resolution and has a proven record of coaching and influencing others. The ideal candidate is proactive, assertive, hard-working and likes to win.

DESCRIPTION OF DUTIES	
1	Strategy development and execution. In collaboration with the Vice President of Project Management, develop the site development and selection strategy. Oversee responsibilities for manager of site selection including reactive site search response. Manage relationship with JobsOhio's proactive and reactive site teams.
2	Representation and subject matter expertise. The director will be REDI's point of contact and lead for stakeholder real estate strategy discussions (Duke Energy, The Port, JobsOhio, etc.). The director will evaluate strategy and partner with Vice President of Project Management to determine REDI's active role and contribution.

3	Budget oversight and management. Work with Vice President of Project Management to develop the annual budget. Coordinate end-of-year budget planning discussions with the project management team and the director of finance. Develop plan and present recommendations to VP and members of REDI leadership for review and adoption. Once approved, oversee the budget, including the review and analysis of the monthly GL reports, and adjusting spend as required throughout the year.
4	CRM/database management. Ensure the Customer Relationship Management system is robust, accurate, and complete for business. Provide training as needed to REDI team members. Manage regional database of available sites and buildings, assisting communities, landowners and building owners with technical site related needs.
5	Metrics/performance reporting. Coordinate monthly, quarterly, and annual aggregation of metric and performance in the sites & real estate vertical for relevant reporting requirements. Continuously monitor progress, and work with team to adjust efforts against key performance indicators. Present metrics and performance to key stakeholders. Coordinate preparation of annual plan of service for JobsOhio.
6	Support business development, operations, and marketing teams as outlined by REDI Cincinnati's departmental plans.
7	Build and maintain positive, productive relationships with stakeholders—including developers, real estate professionals, investors, higher education, community leaders, local economic developers, existing companies in the Cincinnati region and elected officials—to sustain the REDI Cincinnati strategy and reach our goals in job creation and capital investment.

QUALIFICATIONS:

What is the preferred level of education for this position?

- High School Diploma/GED
- Bachelor's Degree
- Associate's Degree
- Master's Degree
- Technical/vocational school
- Ph.D.
- Bus./Tech. School
- Other: Please Specify:

What type of college study (major), technical training, or equivalent experience would be preferred?

Economic development, real estate, public administration or related field.

What is the minimum amount of total related work experience preferred?

- 1 Yr. 2 Yrs. 3 Yrs. 4 Yrs. 5 Yrs. 6 Yrs. Other (specify # whole yrs)

Comments: Preference for Economic Development or real estate development, 5+ years of experience.

Minimum amount of previous related management experience required, if applicable.

- 1 Yr. 2 Yrs. 3 Yrs. 4 Yrs. 5 Yrs. 6 Yrs. Other (specify # whole yrs.)

Two to three years of management or team leadership experience required.

Any Certifications or Licenses required? No

Other preferred skills (computer skills, etc.), training and/or abilities to qualify for this position:

The qualified individual must:

- Proven record in developing and implementing strategy.
- Have the ability to work both independently and as a member of a driven, goal-oriented team.
- Train and coach others positively and constructively on REDI systems and processes.
- Strong verbal and written skills.
- Technology savvy.

Other Duties:

Please note this position profile is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Work Environment:

The environment is typical of an office environment. This position requires daily commute to the home office located in downtown Cincinnati, as well as travel to and attendance at REDI Cincinnati events and as projects dictate. REDI Cincinnati is an equal opportunity employer with a commitment to diversity. All qualified individuals are encouraged to apply.

Minimum learning time required for this position:

1-2 weeks 1 Month 3 Months 6 Months 1 Year 2 Yrs. Other

Does this position have supervisory responsibilities (i.e., responsible for hiring, managing staff, providing input for performance evaluations, etc.)? YES. Manages one staff person, the manager of site selection & real estate.

How is this position supervised? closely moderately minimally

Please explain: The director reports to the vice president of project management.

How frequently is work performance checked by supervisor?

- Close/Regular Checks
- Employee operates from standard practices and procedures
- Employee largely plans and arranges own work

To what degree does this position determine own work priorities?

- Predetermined
- Quarter of Time
- Quarter to Half Time
- Half time
- Half to Three Quarters
- More than Three Quarters

Equipment, materials, or tools are used/handled/operated by this position: Laptop, scanner, copier. Additionally, digital tools such as Salesforce/PowerBI CRM programs.

Indicate physical effort demands of Job (lifting, carrying, standing etc.) and working conditions (indoor, outdoor, normal office conditions etc.) and exposure to hazards. Heavy lifting is not a requirement of this position.

List any other special qualifications required for filling this position (ability to drive, need to have a dependable vehicle etc.). Must have the ability to travel locally and out of state as required. Working nights may be required for specific events or projects. Professionalism and exceptional client service is fully expected, as is collaboration and confidentiality. The ability to develop effective high-level communications strategies and implementation plans is required.