



CUYAHOGA LAND BANK

REAL ESTATE DEVELOPMENT PROJECT MANAGER

Help bring new, quality housing to neighborhoods throughout Cuyahoga County.

For more than 15 years, the Cuyahoga Land Bank has been a national leader in community revitalization - strategically acquiring, demolishing, renovating, and redeveloping thousands of properties to generate more than \$3.6 billion in economic impact and improve quality of life across our county.

Position Overview: The Real Estate Development Project Manager plays a key role in moving new single-family construction from municipal approval through completion. Reporting to the Director of Real Estate Development, this role combines hands-on project management, regular job-site involvement, and relationship-building with municipal partners throughout Cuyahoga County. The ideal candidate understands construction from the field, can recognize issues before they become larger schedule or budget problems, and is equally comfortable working with contractors on a job site and representing the Land Bank with municipal planning, zoning, building, and architectural review staff.

What You'll Do:

- Serve as the primary project manager for new single-family construction projects from municipal plan submission through project completion.
- Own project schedules, track milestones, and proactively identify delays, risks, and issues requiring attention.
- Coordinate with the Real Estate Finance Manager to keep project budget information current and accurate.
- Review contractor change orders for necessity, accuracy, and completeness.
- Maintain a regular presence on active construction sites and identify issues that could affect project schedule, budget, or quality.
- Review work in progress against architectural plans and specifications and coordinate with contractors and trades to resolve problems.
- Serve as a primary point of contact with municipal planning, zoning, building, and architectural review departments.
- Manage municipal approval processes, respond to questions and requests for clarification, and help move projects efficiently through approvals.
- Build trusted, long-term relationships with municipal partners, contractors, trades, and other stakeholders throughout Cuyahoga County.

What We're Looking For:

- 5+ years of experience managing new construction projects from the field.
- Construction supervision experience.
- Strong understanding of new single-family construction processes, methods, and sequencing.
- Ability to read and interpret architectural plans, construction drawings, and specifications.
- Practical field experience and sound judgment to identify construction issues affecting schedule, budget, or quality.
- Strong project management skills and the ability to manage multiple active projects and priorities.
- Experience managing contracts, budgets, and/or vendor relationships.
- Strong relationship-building and communication skills, particularly when working with municipal partners, contractors, and trades.
- Experience with municipal permitting, zoning, or architectural review processes is preferred.
- A bachelor's degree in construction management, real estate development, or a related field is preferred; equivalent professional experience will be strongly considered.

The Details: Full-time, exempt position generally working Monday through Friday, 8:30 a.m. to 5:00 p.m. This role combines office work with regular travel to construction sites, municipal offices, and meetings throughout Cuyahoga County. Field time may increase to approximately 50% during the busy construction season.

Why Join the Land Bank: Meaningful work that directly improves neighborhoods and residents' lives, a collaborative and mission-focused culture, competitive compensation and outstanding benefits, and the opportunity to help deliver new housing while building strong redevelopment partnerships across Cuyahoga County.

The Cuyahoga Land Bank is an Equal Opportunity Employer.

Compensation Range: \$75,000 - \$85,000 annually

To apply, please email your resume and cover letter to careers@cuyahogalandbank.org.

We kindly ask that applicants refrain from calling regarding this position; all inquiries and applications should be submitted through the application process outlined above.