

# **POSITION DESCRIPTION AND SPECIFICATIONS**

## **FOR THE POSITION OF**

### **DIRECTOR OF REAL ESTATE DEVELOPMENT AND STRATEGIC INITIATIVES**

## **FOR**

### **LOS ANGELES ECONOMIC DEVELOPMENT CORPORATION (LAEDC)**

**About LAEDC and its Activate LA program:**

As part of its nonprofit, public-benefit economic development mission, LAEDC's "Activate LA" program assists municipalities and other public entities throughout L.A. County to think more strategically about their real property holdings; to develop and deploy innovative solutions to finance and cost-effectively develop under-utilized, unused or unrealized publicly-owned properties; and to maximize the value and return to the municipality and the broader community at-large. More detail at [www.Activate.LA](http://www.Activate.LA)

**Position Reports To:**

Executive Director of ActivateLA / VP Real Estate and Strategic Initiatives

**Interface:**

Interfaces with all levels of LAEDC personnel, LAEDC Committees, Board of Governors, LAEDC member firms and larger external business community.

**Responsibilities:**

- Represent the LAEDC in all activities, initiatives and programs related to developing and implementing vision plans and disposition strategies for publicly owned land.
- Serve as the Project Manager for all of ActivateLA's advisory services assignments.
- Identify and implement creative financing strategies for economic development projects.
- Identify strategies for the development of "Innovation Districts" and assist with implementation where necessary.
- Identify strategies for developing vertical farms and establishing grocery stores in underserved communities throughout the County.
- Meet with elected officials and various government departments as necessary to gain an understanding of the pertinent real estate issues and assist in developing strategies to assist in activating land owned by public entities or non-profits.
- Conduct economic, real estate and public policy research for clients

of the LAEDC, including both public agencies and non-profits.

- Develop LAEDC's strategy for increasing jobs in LA through activities which support the needs of the entrepreneurial sector. Assist with implementation where necessary.
- Conduct economic and policy research and prepare reports and studies for clients (research design, data collection, analysis, and report writing).
- Supervise / direct efforts of department analysts.
- Participate in activities which benefit the County as a whole, as needed and directed by the Executive Director.
- Ensure all activities support the LAEDC's mission, goals and objectives.

**Minimum qualifications include:**

- Bachelor's degree required; Master's degree preferred
- Minimum of seven years experience in related field
- Excellent written and verbal communication skills
- Excellent business acumen and poise, as position interfaces with senior executives of LAEDC member firms
- Demonstrated ability to work well with staff and volunteers at all levels
- Strong organizational skills and project management skills, with ability to manage multiple projects simultaneously with attention to detail.

To apply for this position please send cover letter and resume to [Carolyn.Hull@laedc.org](mailto:Carolyn.Hull@laedc.org)

LAEDC is an equal opportunity employer.