

# artspace

**Job Title - Director, Property Development**  
**Position Type – Full-time, Salaried/Benefits**

Artspace is a nonprofit real estate developer for the arts. Our Mission is simply “to create, foster, and preserve affordable space for artists and arts organizations. If you’ve heard the term creative placemaking, that’s what we do. In fact, you could argue that we invented it. We’re a unique organization made up of unusual people from all sorts of backgrounds – developers, architects, musicians, bankers, writers, accountants – united by a passion for the work that we do and the communities we serve.

Artspace was founded in 1979 and over the past three decades we have led an accelerating national movement by championing the once radical idea that artists living on the edge of poverty can leverage fundamental social change. In the words of former NEA Chairman Rocco Landesman, “Just take a look at Artspace. They create spaces – affordable, sustainable spaces – for artists and arts organizations, and in return, those artists and arts organizations put down roots and become an integral part of the community. Art is created, absolutely. But so are jobs, safer streets, sustainable development, and a more cohesive society.”

We’ve completed 37 projects in 14 states and Washington, DC at a total development cost of nearly \$500 million. Much of this work involves the creation of mixed-use facilities providing affordable artist live/work housing on upper floors and non-residential space for arts and creative businesses on lower floors. These facilities provide affordable live/work space for 1,300 artists and their families, as well as studio and commercial space for 250 creative enterprises. Our pipeline of new projects stretches from Honolulu to New Orleans to the Pine Ridge Reservation in South Dakota and elsewhere. Though we travel a lot, the Minneapolis office is our home, and we think of our colleagues as family.

We are looking for the right project leader to join our Property Development Team. This team, under the leadership of Greg Handberg, Senior Vice President and Heidi Zimmer Kurtze, Vice President directs the development of Artspace Projects from initial site selection to stabilized operations. Our talented team of project managers and directors works closely with other departments at Artspace to bring these projects to reality.

This position is a leadership position and we are seeking a dynamic, experienced, self-motivated professional who can lead projects of all sizes across the United States and engage with community partners, governmental

officials, lenders, investors, architects, contractors, artists and funders to advance our mission.

### **Job Description**

Project Leadership role in real estate development activities for national non-profit organization.

Reports To: Senior Vice President, Properties

Role includes but is not limited to:

- Project leadership for all aspects of real estate development functions including, site evaluation, architectural and engineering due diligence, financial modeling, community engagement, federal, state and local government relations, lender and investor selection and negotiation, general contractor selection and negotiation, construction management and close out.
- Coordinating work and communicate with project management support team within the Property Development Department.
- Coordinating work and communicate with Asset Management, Advancement (Fund Raising and Communications), Consulting, and Corporate Finance departments of Artspace.
- Participation in Artspace Board meetings, executive meetings, cash flow and other organizational management meetings.
- Managing multiple projects at different stages of development

This position requires frequent travel within the United States, with approximately 25% of your time related to travel and site visits associated with advancing real estate developments across the United States.

### **Required Qualifications**

Bachelor of Arts in Real Estate Finance, Community Development, Urban Planning, Business, Nonprofit Management or related field.

Minimum of 8 years professional experience in related field and a minimum of 2 years experience in a project leadership role.

Firm understanding and experience with the fundamentals of real estate finance including debt and equity capital.

Experience with the various financing tools related to the creation of affordable housing and economic development project, including the LIHTC Program.

Construction management experience, including participating in owner-architect-contractor meetings and planning and managing construction draw processes.

Experience presenting in front of large groups and in public settings.

Excellent written and verbal communication skills.

Excellent analytic skills including proficiency in Excel spreadsheet software.

Ability to work in an independent and self directed manner.

Demonstrated ability to work on multiple projects simultaneously, and under deadlines associated with real estate finance closings and preparation of financing applications..

Demonstrated ability to close real estate development transactions.

Ability to take initiative and think critically under pressure with the goal of finding creative solutions to complex and technical problems. Individual must be able to work well with employees and colleagues at all levels. An entrepreneurial and creative approach to problem-solving in the field of real estate development; enthusiasm and team building spirit.

### **Desired Qualifications**

Masters Degree in related field

Ten Years experience or more in a related field

Four years or more experience leading project managers and development team members

*\*\* Title of position may be altered depending on qualifications*

### **Compensation/Benefits**

Salary: Dependent on Qualifications

Benefits: Medical and dental care, 403(b) Savings Plan, Health Savings Account, personal accrual of travel miles, hotel points and other travel benefits, generous PTO.

A fun and engaging work environment!

**Artspace provides equal employment opportunities for all persons regardless of race, creed, color, religion, national origin, marital status, sexual orientation, or status with regard to public assistance, disability, sex or age.**

Please submit resume and cover letters via email or mail by May 31<sup>st</sup> to:

Shaela Wilson - [Shaela.wilson@artspace.org](mailto:Shaela.wilson@artspace.org)

Artspace Projects, Inc.  
250 Third Ave N. #400  
Minneapolis, MN 55401  
RE: Director, Properties Position

