

# artspace

**Job Title - Project Manager, 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 Manager 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.

For this Project Management position, we are seeking a dynamic, experienced professional who can work successfully within a project team to help advance projects of all sizes across the United States and work with community partners, governmental officials, lenders, investors, architects, contractors, artists and funders to advance our mission.

## **Job Description**

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

Reports To: Vice President and Senior Vice President, Properties

Role includes but is not limited to:

- Project Management support for all 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 construction close out.
- Assisting in the coordination of project development work with Asset Management, Advancement (Fund Raising and Communications), Consulting, and Corporate Finance departments of Artspace.

This position requires travel within the United States on a regular basis, with at least 20% 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, Economics, Political Science, Community Development, Urban Planning, Business, Nonprofit Management or related field.

Minimum of 2 years professional experience in related field and extensive involvement in at least two real estate development transactions.

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

Familiarity with the various financing tools related to the creation of affordable housing and economic development project, including the Low Income Housing Tax Credit Program.

Excellent written and verbal communication skills.

Excellent analytic skills including proficiency in the use of Excel spreadsheet software.

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

Ability to work in an independent and self directed manner.

Desire to learn and take complex problems.

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 both independently and as part of a team with employees and colleagues at all levels.

### **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**

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**Artspace Projects, Inc.**

**250 Third Ave N. #400**

**Minneapolis, MN 55401**

**RE: Project Manager Position**