

URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH

DEPARTMENT: CENTER FOR INNOVATION AND ENTREPRENEURSHIP POSITION: FACADE DEVELOPMENT SPECIALIST

POSITION SUMMARY

This position is for a Façade Development Specialist in the Urban Redevelopment Authority of Pittsburgh's (URA's) Center for Innovation and Entrepreneurship (CIE). This position is responsible for the marketing, promotion, implementation, and overall administration of the business district and residential façade improvement programs offered by the URA. The Façade Development Specialist will report to the Façade Program Manager.

ESSENTIAL FUNCTIONS

- Coordinate budgets for each of the existing façade improvement programs, including resource development
- Coordinate the review of storefront designs and plans
- Coordinate the review of construction bids
- Inspect and monitor project implementation, construction and on-going maintenance
- Develop and revise various program guidelines, as necessary
- Develop extensive contacts within the City of Pittsburgh's neighborhood business districts, including commercial property owners, merchants and community leaders
- Engage and market contacts for their assistance in soliciting program participation and reinvestment in commercial properties
- Select and manage consultants, as needed, in areas such as design review
- Develop and implement educational programs and promotional materials for partner neighborhood organizations and businesses
- Report on and track the activities of program applicants
- Attend relevant trainings
- Assist in the facilitation of Business District Managers quarterly meetings
- Assist with business real estate inquiries, including identifying and communicating available real estate opportunities to businesses seeking location and expansion in the City of Pittsburgh
- Perform other duties as needed

QUALIFICATIONS

- Degree in urban planning, public administration, business administration, architecture, or a related field; including retail management and/or economic development and marketing
- Real estate development, design, financing, and/or marketing experience preferred
- Knowledge of Business/Neighborhood Improvement Districts and familiarity with the City of Pittsburgh's neighborhood business districts
- Excellent verbal, written and presentation skills
- Outstanding interpersonal and problem-solving skills

- Strong knowledge of and willingness to continue learning the latest in computer technology, including Microsoft Office products and GIS/Arc View
- Other combinations of education, experience, knowledge, and abilities demonstrating the qualifications necessary to perform the duties of this position will also be considered
- **City residency is a condition of employment**

SALARY

Range: \$50,000 - \$52,000

The URA is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, sexual orientation, gender identity, gender expression, political, and/or union affiliation.

AN APPLICANT MUST BE A CITY OF PITTSBURGH RESIDENT, OR BECOME ONE AS A CONDITION OF EMPLOYMENT AT THE URA.

Please email resume and letter of interest to:

Columbus C. Brooks, GCDF
Human Resources Manager
Urban Redevelopment Authority of Pittsburgh
200 Ross Street, 12th Floor
Pittsburgh, PA 15219
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