

## **URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH**

### **DEPARTMENT: ECONOMIC DEVELOPMENT**

### **POSITION: PROJECT DEVELOPMENT SPECIALIST/\*SENIOR PROJECT DEVELOPMENT SPECIALIST**

#### **POSITION SUMMARY**

This position is for a Project Development Specialist/\*Senior Project Development Specialist in the Economic Development department at the Urban Redevelopment Authority of Pittsburgh (URA). The Project Development Specialist/\*Senior Project Development Specialist is responsible for the management and coordination of the planning, financing and implementation of complex development and infrastructure projects. The work involves coordination among the URA, the City of Pittsburgh, public and private funders, developers and professional service teams, elected officials and government representatives, residents and neighborhood organizations; and entails the preparation of correspondence, reports and evaluation documents, budgets and schedules; the monitoring of project budgets and compliance issues; and the formulation of recommendations on development policies, programs and projects. Work is performed independently under general direction. Extensive contacts both within and outside the URA are required to perform the responsibilities of the position. The Project Development Specialist will report directly to the URA's Director of Economic Development. More information on the URA and the Department can be found at [www.ura.org](http://www.ura.org).

#### **ESSENTIAL FUNCTIONS**

- Conceptual development of project initiatives including research and analysis related to land acquisition issues, site preparation and remediation, infrastructure development, financing options, budget management, and other planning, sustainability, and development issues;
- Preparation of funding applications and development documents including Redevelopment Proposals;
- Presentation and discussion of development projects with elected officials and community organizations;
- Meeting with developers to discuss development proposals and financing alternatives;
- Preparation of economic impact, financial, market, and physical feasibility evaluations;
- Preparation, maintenance and continued evaluation of project budgets, financing applications and project schedules;
- Utilization of GIS and data analysis to advise project feasibility and market viability;
- Coordination of multi-year project implementation activities related to all aspects of the development process from planning to post-construction;
- Occasional evening and weekend meetings are required;
- Travel may be required;
- Assisting the Director and/or Executive Director, as required; and
- Other duties as assigned.

#### **QUALIFICATIONS**

This position, which is at-will and non-union, requires an advanced degree in Business Administration, Public Administration or a related field. Experience in real estate development,

project management, design, financing, advanced data analysis, community engagement, and fundraising is desired. Applicant must have at least three (3)-five (5) years of related experience and a familiarity with public financing tools, including Tax Increment Financing, New Markets Tax Credits, HUD Section 108, CDBG, and others. Excellent verbal, written and presentation skills are requisites, along with a creative and dynamic personality, and strong interpersonal and problem-solving skills. Experience with Salesforce is desired. Strong knowledge of, and willingness to continue to learn, the latest technology, including GIS, Microsoft Suite products, Grants software and more. Other combinations of education, experience, knowledge, and abilities demonstrating the qualifications necessary to perform the duties of the position will also be considered. **\* The title for this position will be determined by one's level of experience.**

**SALARY**

Range: \$49,000 - \$65,000 (Dependent on Skills and Qualifications)

**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 Brooks, GCDF  
Human Resources Manager  
Urban Redevelopment Authority  
200 Ross Street, 12<sup>th</sup> Floor  
Pittsburgh, PA 15219  
Phone: 412-255-6655; Fax: 412-255-6617  
Email: [cbrooks@ura.org](mailto:cbrooks@ura.org)**