

Job Description: Development Associate (Real Estate)

Employer: City of Brunswick Downtown Development Authority (DDA)

Position Type: Full-Time

Salary Range: \$50,000 - \$60,000

Benefits: Vacation / Sick leave, Paid holidays, Mileage allowance, Health insurance contribution.

Reports To: Executive Director

Overview

The Development Associate supports the City of Brunswick Downtown Development Authority in advancing real estate development and redevelopment within the DDA district. This role focuses on repositioning existing DDA-owned or controlled properties, facilitating new private and public development, and driving strategic growth opportunities within the district. The position requires strong analytical, project management, and stakeholder-coordination skills.

Key Responsibilities**Real Estate Development & Redevelopment**

- Identify, evaluate, and structure redevelopment opportunities for properties owned or controlled by the DDA.
- Support planning and implementation of new development projects within the DDA district.
- Evaluate project feasibility, conduct market research, provide financial analysis, and coordinate due diligence related to potential development sites.
- Coordinate the planning process for DDA-led projects, including procurement of consultants, architects, engineers, and other technical support.

Property & Asset Management

- Oversee day-to-day management of DDA-owned or controlled properties.
- Lead lease negotiations, manage tenant relations, and monitor lease compliance.
- Coordinate maintenance, repairs, capital improvements, and service contracts.
- Track property performance and recommend strategies for improved utilization or repositioning.

Private Development Support

- Along with Executive Director and Main Street Manager, serve as a resource for private developers, investors, and business owners pursuing projects within the DDA district:

- Assist in navigating regulatory processes, timelines, and project requirements.
- Identify and help structure available local, state, and federal incentives that may facilitate private development or business investment.

Incentives & Program Coordination

- Maintain up-to-date knowledge of incentive programs applicable to both DDA-initiated and private development projects (e.g., tax incentives, grants, special financing tools).
- Assist in coordinating applications, compliance requirements, and reporting for incentives used in development projects.
- Help evaluate potential new incentive strategies that could strengthen district redevelopment efforts.

Strategic Planning & Business Development

- Identify new opportunities for district growth, including potential acquisitions, redevelopment targets, and catalytic project sites.
- Conduct ongoing market and demographic research to inform DDA strategy.
- Prepare presentations, reports, and recommendations for the Executive Director and DDA Board.
- Build and maintain strong working relationships with community stakeholders, local government, developers, and business owners.

Qualifications

- Experience in real estate development, redevelopment, commercial property management, municipal development, or a related discipline.
- Bachelor's degree in a relevant field of study, such as real estate, urban planning, public administration, business, or finance (OR equivalent work experience – which will be viewed as even more applicable than field of study)
- Knowledge of real estate finance, land use planning, incentives, and project management preferred.
- Strong analytical, communication, and relationship-building skills.
- Ability to manage multiple projects, deadlines, and stakeholders.

Work Environment

This full-time role involves both office-based work and field visits within the DDA district. Occasional evening or weekend work may be required for meetings, community events, or project-related activities.