

**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.