

EMPLOYMENT OPPORTUNITY

Date: October 11, 2018

Deadline: Until Filled

Position: Industrial Development Manager

Salary: D. O. Q.

The Greater Brownsville Incentives Corporation (GBIC), an economic development corporation created by the City of Brownsville, Texas and funded through a ¼-cent sales tax for generating economic development and growth. The Greater Brownsville Incentives Corporation facilitates economic growth by working in partnership with business leaders, municipal departments, post-secondary institutions, and state/federal agencies. This is not a job position of the City of Brownsville.

Summary of Duties:

The Greater Brownsville Incentives Corporation currently has an opening for an **Industrial Development Manager**. The primary responsibilities for this position include project planning, permitting, market and financial analysis, leasing, financing, developing and redeveloping real estate, etc. This position requires an ideal candidate that is collaborative and client -focused with demonstrated success in relationship building and project management.

This position may interact directly with all City departments, the City Council, City-appointed boards and commissions, the business community, the general public, statewide organizations/associations, and various governmental agencies.

Duties include but are not limited to:

- Participate in the identification, feasibility analysis and negotiation of real estate properties
- Source, analyze and evaluate the feasibility of potential development sites
- Planning for successful development of projects, which would include extensive financial investment analysis, pro-forma modeling of new developments, and investment strategies
- Source acquisition opportunities
- Participate in the identification and negotiation of debt, financing, grants, incentives and tax credits
- Prepare and execute internal requests for authorization of capital investments and expenditures to initiate development, prepare investment packages and support
- Manage activities with attorneys, architects, engineers, and other consultants to plan projects related to public entitlement, site permits, acquisition due diligence and closing activities
- Work with local groups, governmental bodies and other interested parties to obtain necessary project permits and entitlements
- Monitor and assure timely completion of the investment and development within the established budget, schedule and required investment returns
- Initiate, plan and manage the marketing and leasing plan for development/investment opportunities, including all aspects of marketing materials and promotion, broker relations and supervision of listing agents (as applicable) to broadly expose property, anticipate competition,

and secure lease prospects.

- Pursue prospective tenants for leasing of available industrial space and negotiate letter of intent and lease agreements directly with tenants to ensure the achievement of development and investment goals
- Understand and negotiate all aspects of lease agreements to determine the impact of each lease on the value of each development/investment
- And other duties as assigned by the Executive Director/CEO

Qualifications:

Bachelor's degree in business, finance, economics, engineering, construction, real estate, architecture. MBA or MS in real estate or finance a plus

Minimum of 3 years of hands-on real estate experience. Including development experience in public finance and incentives, permitting, design, construction, and leasing

Must possess strong financial analysis skills, demonstrated ability to analyze and implement financial models and structures and evaluation of corresponding risks

Highly effective communication, presentation and listening skills

Ability to set personal and project priorities and be highly organized in day-to-day activities

Ability to plan, execute, track and maintain complex schedules effectively

Research skills required to collect and analyze market information, establish facts and interpret an extensive array of information to draw conclusions, prepare and defend recommendations and make the critical investment decisions with corresponding authority and minimal oversight.

Ability to source, negotiate and execute commercial leases, public incentives

Ability to negotiate and execute all types of development related contracts

Ability to procure entitlements and building permits

Ability to source, negotiate and close the acquisition of land and existing buildings

Preferred Qualifications:

Prior real estate experience

Realtor License a plus

How to apply:

Send cover letter and resume to:

Attn: Janie Velasquez

Greater Brownsville Incentives Corporation

500 E. Saint Charles St.

Brownsville, Texas 78520

Or email to:

Jvelasquez@greaterbrownsville.com