



CENTER FOR URBAN REDEVELOPMENT EXCELLENCE

COMPOSITE JOB PLACEMENT TASKS *

* The composite list of job tasks is derived from the individual job descriptions of fellows in the first two fellowship cohorts. This list intends to provide applicants a good sense of the types of activities they may be involved in during the fellowship placement, should they be selected. Not all listed tasks are shared by all Fellows, and the nature of their involvement in each task may vary from managing it to assisting a senior staff member to complete it. Typically, Fellows work with senior staff on all assignments, and are asked to take on as much responsibility as is appropriate to their level of skill and experience; how their level is determined and managed varies by host organization and individual supervisor. Hence, the composite list does not represent precise job experiences that the Center has established for the fellowship program, or that any one host organization has established for its fellowship position. Fellows are direct employees of their host organizations, and the specifics of each fellow's job requirements and expectations are set by the individual host organization at which the fellow is placed. Candidates who are selected as finalists for the fellowship should address specific questions about job expectations during their individual interviews with host organization employers.

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Administrative

- Conceive materials for internal meetings with senior management
- Conceive materials for external meetings involving multiple stakeholders
- Work with clerical staff to prepare materials or prepare them directly as necessary
- Ensure payment to contractors and vendors

Community outreach

- Assist with community planning activities
- Coordinate redevelopment efforts with:
 - local community organizations
 - resident councils
 - city agencies
 - housing authority representatives
- Provide technical assistance to community-based development programs

Compliance Activities

- Apply for, secure, and meet regulations for, city licenses, building permits, zoning variance
- Establish and coordinate site control, public improvements, utility infrastructure and services

Contract procurement, preparation and negotiation

- Assist with contract procurement of professionals and construction entities
- Negotiate professional service agreements
- Negotiate with property sellers

Design

- Assist with, coordinate, and/or establish design criteria
- Analyze design feasibility
- Troubleshoot design deficiencies
- Manage design team

Construction Management

- Procure and manage construction team
- Troubleshoot construction deficiencies

Development

- Manage all aspects of development process or obtain approval for:
 - Site selection and acquisition
 - Project conception
 - Design
 - Funding sources
 - Construction completion
 - Lease up

Document Preparation

- Obtain loan documentation and assist with loan closings, disbursements and credit file maintenance
- Grant writing
- Craft and respond to RFQs and RFPs

General Management

- Manage teams of consultants, including, architects, general contractors, related consultants

Project budgeting

- Develop, modify, monitor, and analyze budgets
- Prepare and maintain proformas

Project development

- Contribute to conceptual development of new projects
- Create and implement a capital and infrastructure improvement program
- Contribute to project acquisition
- Test feasibility of potential development opportunities
- Strategize and coordinate resources to ensure political support

Project funding

- Identify and assess feasibility of possible funding sources
- Secure project financing
- Manage project costs throughout the development process
- Meet reporting requirements of funding sources
- Negotiate terms of financing
- Optimize project yield
- Prepare funding applications to private grant and public sources
- Prepare loan closing checklist and participate in loan closings
- Submit requests to funding sources for disbursements

Project management

- Monitor project quality and completeness
- Establish schedules, goals, objectives and benchmarks for projects
- Produce and maintain project status reports

Public relations

- Prepare for and attend public events
- Represent organization before public entities and community groups

Operations management

- Resolve, in coordination with property management company, (programmatic issues) with respect to maintenance, operations, and provisions of services.
- Initiate and maintain ongoing interaction with property management company
- Prepare reports on occupancy and property conditions
- Work with property management company to assure a smooth transition to operations

Relationship, partnership building

- Acquire and maintain field contacts, internal and external to organization
- Manage relationships with development partners, senior staff
- Attend community meetings and foster relationships with community and resident leaders
- Maintain relationships with social service provider partners
- Develop and initiate community acceptance strategies for projects
- Develop and maintain revenue-generating client relationships
- Direct architects, construction company, consultants, attorneys and other professional service providers
- Serve as liaison to external entities and stakeholders
- Serve on internal committees

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If you are interested in applying for the next round of fellowships, please visit our website, www.upenn.edu/curexpenn, periodically as we incorporate updates and new information over the next couple of months. Of particular interest, will be updated qualifications for applicants that can be found under The Program and FAQs sections of the website.

Please note that in order to be considered for a third cohort fellowship, applicants must now demonstrate at least three (3) years of work experience in real estate development, community development or a related field. If you are unsure if your work experience is sufficiently related to these fields, please contact us by email at curexpenn@design.upenn.edu to share your questions and concerns.