

Position: Program Manager

Position Overview

TREND Community Development Corporation (TREND CDC) is seeking a consultant to serve as Program Manager for the Chicago Emerging Minority Developer Initiative (CEMDI) for a period of six months. The mission of CEMDI is to increase diversity and transform the landscape of commercial real estate development professionals in Chicago. This consultant will design and play an important role in executing an ambitious pilot program to advance economic inclusion in the commercial real estate industry. The Program Manager will identify and match mentor/mentee candidates; gather and synthesize expert input to flesh out the program design; and manage execution of the program. The Program Manager will provide hands-on support to the CEMDI leadership team, who will serve as spokespeople for the program.

Chicago Emerging Minority Developer Initiative (CEMDI)

Led by a group of established Chicago real estate professionals who are committed to equitable development and inclusive growth, CEMDI aims to source and build a pipeline of community-focused developers from African-American, Latinx and other minority communities to participate in, lead and drive commercial real estate development projects city-wide, specifically including projects prioritized as part of the City of Chicago's INVEST South/West initiative. CEMDI will organize and convene stakeholders; document challenges and opportunities to inclusive real estate development in Chicago; and design and deliver a pilot program to provide technical assistance, coaching and training of high-potential minority developers. CEMDI will identify and build the capacity of minority developers as well as a range of professional communities that are integral parts of the commercial real estate field (e.g., legal, accounting, architecture, environmental, etc.) as they form partnerships to undertake projects together. Teaming and joint ventures, new development opportunities, the construction of physical assets, creation of new community amenities and other outcomes will lead to educational and experiential benefits to a wide range of stakeholders, including the minority professionals executing the commercial real estate projects, their vendors and sub-contractors and residents in the communities where they are located.

Primary Responsibilities

- Facilitate recruitment of and matchmaking between emerging minority developer candidates and experienced mentors in the commercial real estate field
 - Create informational materials to solicit participation
 - Develop program intake and participant tracking protocols
 - Collaborate with CEMDI principals to execute mentor / mentee matchmaking
- Gather market intelligence to inform more detailed design of the CEMDI program
 - Identify and engage key industry stakeholders with expertise on challenges and opportunities for minority participation in commercial real estate development
 - Organize and execute activities such as roundtables, interviews, webinars, online survey, etc.

- Craft a detailed CEMDI pilot program design, including timeline/work plan and program elements, which may include some or all of the following:
 - Developer summit in partnership with the City of Chicago’s Department of Planning and Development (DPD)
 - Workshops or “master classes” with experienced development professionals
 - Site visits to successful commercial real estate projects
 - Informational meetings with DPD Commissioner and senior staff
 - Online affinity group for networking and information sharing among program participants
- Manage / facilitate execution of the CEMDI program, including:
 - Events (summit, site visits, DPD meetings, etc.)
 - Mentor/mentee relationships
 - Other resources (e.g., online affinity group)
- Contribute to the program evaluation report

Qualifications

- Proven experience in program design and management, stakeholder engagement and event planning/execution
- Knowledge of the commercial real estate development field and experience working with a senior-level advisory group or board of directors strongly preferred
- Detail-oriented and capable of creating polished, client-ready written deliverables
- Proactive, self-motivated and strong work ethic
- Ability to communicate and interact well with a diverse set of partners and stakeholders
- Well-organized and able to manage multiple tasks on tight deadlines
- Able to work collaboratively and be a team player
- Discretion in handling highly sensitive and confidential information

Location

Flexible; some travel to Chicago, IL may be required (TBD)

Compensation:

\$25,000 to \$30,000 for the six-month consulting contract, commensurate with experience

To Apply:

Submit cover letter, resume and 3 references to Monita Blunt-Daniel at mblunt-daniel@chicagotrend.com no later than July 31, 2020.