



Job Title: Director of Real Estate Management

Build Baton Rouge (BBR)

Background

Build Baton Rouge (BBR), also known as the East Baton Rouge Redevelopment Authority, is the official redevelopment agency for East Baton Rouge Parish. Established in 2007, BBR's mission is to revitalize underinvested areas and promote equitable development throughout Baton Rouge.

With an annual operating budget of approximately \$1 million, BBR has a proven track record of success with substantial opportunity for growth. To date, the organization has:

- Created 863 affordable housing units
- Awarded \$5.6 million in below-market-rate financing
- Helped establish TIF Districts to generate funding for community improvements
- Established a Land Bank Inventory with an asset value exceeding \$6.5M
- Led significant projects including the Florida Corridor Plan, Plank Road Eco Park, Electric Depot, and Managed Economic Development Districts

BBR plays a crucial role in shaping Baton Rouge's future through innovative urban planning, community development, and strategic partnerships.

Position Summary

The Director of Real Estate Management is responsible for overseeing the management, operation, and long-term strategy for the real estate assets under the agency's redevelopment portfolio. This position is instrumental in ensuring that properties are efficiently managed, maintained, and aligned with the broader redevelopment goals, including revitalization, sustainability, and economic growth. The Director will lead a team focused on maximizing property value, maintaining tenant relationships, and driving strategic development initiatives.

Key Responsibilities

Real Estate Portfolio Management



- Oversee day-to-day operations of redevelopment properties, including residential, commercial, and mixed-use developments.
- Develop and implement property management strategies that optimize revenue, reduce costs, and ensure properties remain in excellent condition.
- Ensure compliance with leasing agreements, property regulations, and financial standards.
- Monitor and manage occupancy levels, rental rates, and operating expenses for a diverse range of properties.
- Coordinate with legal teams to resolve disputes, manage risk, and ensure tenant satisfaction.

Asset Strategy & Financial Oversight

- Lead the development and execution of asset management strategies to enhance the long-term value and profitability of redevelopment properties.
- Create and manage property-specific budgets, financial forecasts, and operating plans.
- Identify opportunities for asset repositioning, renovations, and redevelopment to increase value or adapt to market changes.
- Analyze market trends, competitive positioning, and feasibility studies to inform acquisition, disposition, or development decisions.

Team Leadership & Development

- Lead and mentor a team of property managers, leasing agents, and support staff.
- Foster a high-performing team culture focused on customer service, operational excellence, and strategic growth.
- Provide training, coaching, and professional development opportunities for team members to enhance their skills and capabilities.

Stakeholder & Tenant Relations

- Develop and maintain strong relationships with tenants, local businesses, community groups, and other stakeholders.
- Oversee the development and execution of tenant retention strategies, ensuring that tenant concerns are addressed, and the property environment remains vibrant and sustainable.
- Act as the primary point of contact for key stakeholders, ensuring clear communication regarding property updates, policies, and upcoming developments.

Redevelopment & Development Support

- Collaborate with planning, finance, and development teams to assess redevelopment opportunities for underperforming properties.



- Support the evaluation of potential new acquisitions and real estate investments that align with the agency's redevelopment vision and strategic objectives.
- Ensure seamless integration of new developments and redeveloped properties into the management portfolio.

Regulatory Compliance & Sustainability

- Ensure compliance with all applicable local, state, and federal laws related to real estate management, zoning, and land use.
 - Lead sustainability initiatives to reduce the environmental impact of properties, including energy efficiency programs, waste reduction, and green building certifications.
 - Oversee compliance with safety, health, and environmental regulations across the portfolio.
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Qualifications

Education & Experience

- **Education:**
Bachelor's degree in Real Estate, Urban Planning, Business Administration, Finance, or related field required. Master's degree preferred.
- **Experience:**
8–10 years of experience in real estate management, property operations, asset management, or redevelopment, with at least 5 years in a senior leadership role. Experience with real estate redevelopment or working within a public or nonprofit agency is highly preferred.
- **Skills & Competencies:**
 - Strong leadership and management skills with the ability to motivate and inspire a team
 - Extensive knowledge of real estate management, leasing, budgeting, and financial analysis
 - Proven track record of maximizing the value of a diverse real estate portfolio
 - Excellent communication, negotiation, and interpersonal skills
 - Ability to navigate complex regulatory environments and zoning laws
 - Familiarity with property management software (e.g., Yardi, MRI, RealPage) and financial modeling tools

Preferred Qualifications

- Certification as a Real Estate Broker, CPM (Certified Property Manager), or CCIM (Certified Commercial Investment Member)



- Experience with historic preservation or adaptive reuse of buildings in a redevelopment context
 - Knowledge of tax credit programs (e.g., Low-Income Housing Tax Credits, New Markets Tax Credits) and other financing tools used in redevelopment projects
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Work Environment

- Primarily office-based, with occasional visits to property sites for inspections, tenant meetings, and development activities.
 - Some evening or weekend work may be required for tenant relations or project milestones.
 - Travel may be required to attend meetings, site visits, or conferences.
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Compensation

The salary range for this position is \$100,000 to \$150,000, contingent upon experience. Build Baton Rouge offers a comprehensive benefits package.

To Apply

Please apply via email at info@buildbatonrouge.org. Answer all questions and submit a cover letter and resume.

Build Baton Rouge is an equal-opportunity employer and encourages applications from individuals of all backgrounds and experiences. We are committed to building a diverse and inclusive team that represents the communities we serve. If reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, or if you have other questions, please email info@buildbatonrouge.org.

Please include the subject line: [YOUR NAME] Application for BBR DREM

Deadline



Applications will be reviewed on a rolling basis until the position is filled. Interested candidates are encouraged to apply promptly, as this is a competitive position, and we aim to complete the hiring process in a reasonable time frame.

This is a unique opportunity for a passionate professional to drive equitable neighborhood revitalization and investment in East Baton Rouge Parish in a meaningful way.