



## **Land Bank and Real Estate Coordinator**

### **Build Baton Rouge (BBR)**

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#### **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.

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#### **Position Summary**

The Land Bank and Real Estate Coordinator supports the mission of the Redevelopment Authority by managing property-related activities including acquisition, disposition, maintenance, and tracking of real estate and land bank inventory. This position is integral to revitalization efforts, helping to return vacant, abandoned, and underutilized properties to productive use while ensuring alignment with community development goals.

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#### **Key Responsibilities**

##### **Land Bank Operations**



- Administer the day-to-day functions of the Authority's land bank program.
- Maintain and update a comprehensive inventory of land bank properties, including ownership, zoning, condition, and development status.
- Coordinate property intake processes, including tax foreclosures, donations, and transfers from other public entities.

### **Real Estate Transactions**

- Assist in the acquisition and disposition of properties in compliance with applicable laws, policies, and redevelopment plans.
- Coordinate appraisals, title work, environmental assessments, and due diligence documentation.
- Draft and process legal documents such as deeds, purchase agreements, and development agreements in collaboration with legal counsel.

### **Community & Stakeholder Engagement**

- Respond to public inquiries regarding land bank and real estate opportunities.
- Work with community organizations, developers, and government agencies to match available properties with appropriate reuse strategies.
- Present property information at community meetings and redevelopment planning sessions.

### **Data Management & Reporting**

- Maintain accurate digital and physical property records, maps, and transaction histories.
- Generate regular reports on land bank activity, including property status, development progress, and community impacts.
- Ensure compliance with reporting requirements for grant-funded programs or city/state partnerships.

### **Property Maintenance Oversight**

- Coordinate routine inspections and maintenance of land bank-owned properties.
- Manage contracts with vendors for mowing, trash removal, securing vacant structures, and other upkeep needs.

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## **Preferred Qualifications**

### **Education & Experience**



- Bachelor's degree in Real Estate, Urban Planning, Public Administration, Geography, or a related field.
- 2–4 years of experience in real estate, land use, public administration, or community development.
- Experience working in or with a land bank, redevelopment authority, or housing agency preferred.

### **Skills & Competencies**

- Knowledge of real estate principles, property management, and public sector acquisition/disposition processes.
- Familiarity with GIS tools, parcel mapping systems, and property databases.
- Excellent organizational and communication skills.
- Ability to work independently and collaboratively in a fast-paced, mission-driven environment.

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### **Work Environment**

- Primarily office-based or hybrid depending on organizational policy
- May require occasional evening or weekend work for public meetings or stakeholder events
- Travel to local project sites, community meetings, or partner offices

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### **Compensation**

The salary range for this position is contingent upon experience. Build Baton Rouge offers a comprehensive benefits package.

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### **To Apply**

Please email [info@buildbatonrouge.org](mailto:info@buildbatonrouge.org)

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](mailto:info@buildbatonrouge.org).

Please include the subject line: [YOUR NAME] Application for BBR LB&REC

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## **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.