

Levin Group, Inc.

Levin Group, Inc. is a real estate developer, owner, and property management company in Cleveland with a portfolio of commercial warehouses; strip retail; single family sub-divisions; and apartment complexes.

Job Title: Development Intern

Reports To: Director of Development

Hours: Monday – Friday 10AM – 2PM

Salary: \$10 per hour

Job Description:

The qualified candidate will assist the Director of Development with following projects:

1) Kenmore Commons Financing and Renovation

- Assist the Director with gathering and submitting required reports and documents to fund financial commitments.
- Assist the property manager with coordinating the tenant relocation plan during the renovation.
- Assist with communication between the Director and other project stakeholders, including: attorneys; architect; general contractor; engineers; and public officials.

2) Northern Ohio Blanket Mill Development Project

- Assist the Director in coordinating project specific assignments among project stakeholders, including architect; general contractor; public officials; and the community.
- Assist with document preparation and submission for project financing – which will include low income housing tax credits; Federal and State Historic Tax Credits; private bank mortgage; and other public and philanthropic grants and loans.

3) Supervision of Property Management

- Assist with tenant calls and follow up with appropriate property staff to make sure issues are resolved.
- Other tasks as assigned.

Qualifications:

- Currently enrolled in a bachelor's degree program or higher
- Completed course work in real estate finance; real estate marketing; planning; economic development; community development; or historic preservation
- Previous experience working in real estate development; community development; property management; finance & banking; or for local government a plus, but not necessary
- Excellent written, verbal, and interpersonal skills
- Proficient with Microsoft Office; database and internet research

Please send resume, cover letter, and in lieu of work experience, a writing sample from relevant course work to khudson@levingrp.com