



OPEN POSITION: Real Estate & Economic Development Administrative Specialist (Part-Time) at the Memphis Medical District Collaborative (MMDC)

Organization Overview

The Memphis Medical District Collaborative (MMDC) seeks a Real Estate & Economic Development Administrative Specialist to join our growing team. This is a part-time position. Established in 2016, MMDC is a not-for-profit, community development organization committed to strengthening the communities between and around its anchor institutions – major healthcare and educational institutions – including ALSAC / St. Jude Children’s Research Hospital, Baptist Health Sciences University, Le Bonheur Children’s Hospital, Methodist Le Bonheur Healthcare, Regional One Health, Shelby County Health Department, Southern College of Optometry, Southwest Tennessee Community College and University of Tennessee Health Sciences Center. Together, these institutions have more than 25,000 employees, 8,000 students, a collective spend of \$1.3 billion, and control more than 300 acres of real estate. The Memphis Medical District is also home to more than 10,000 residents. These institutions, along with local and national philanthropy, area corporations, and collaborative community partners, support the work of MMDC to revitalize the Memphis Medical District and make it a preferred destination to work, live, learn, and visit.

MMDC Departments

MMDC’s approach is comprehensive and inclusive of residents, employees, students, and visitors to the district. In addition to connecting the dots across the major healthcare and educational institutions, MMDC also focuses on the following program portfolios:

1. Streets & Public Spaces – Catalyzing connections between people and place through improvements to the public realm, including parks, streetscapes, sidewalks, plazas, and enhanced mobility options. District Ambassador program; Coordination of safety efforts, hospitality assistance, and environmental and cleanliness improvements.
2. Development – Fundraising, grant writing and management, and donor/partner cultivation and recognition.
3. Economic Development – Supporting and connecting the diverse neighborhoods in the District through growing and attracting small, minority, and women-owned businesses, as well as supporting existing businesses through programs like Buy Local.
4. Marketing and Communications – Promoting the organization’s mission, values, and impact to various stakeholders through creatively telling the District’s and the organization’s story.
5. Real Estate – Cultivating a rich environment for appropriate development through coordinated planning and investment, with a focus on creating mixed-use, mixed-income places.
6. Workforce Strategies – Through Hire Local, connecting neighborhood residents to training, education, and employment opportunities where there is a clear career pathway, a livable wage, and a growing career field.

Title	Real Estate & Economic Development Administrative Specialist (Part-Time)
Reports To	Senior Director of Real Estate and Economic Development
Summary	<p>We are seeking a dynamic a Real Estate & Economic Development Administrative Specialist to join our team at MMDC, one of Memphis Business Journal’s 2024 & 2025 Best Places to Work.</p> <p>The Memphis Medical District Collaborative (MMDC) is seeking a detail-oriented Real Estate & Economic Development Administrative Specialist to support our real estate and economic development initiatives. This role will provide essential operational and administrative support to the department, helping to ensure projects, partnerships, and day-to-day functions run efficiently. We are excited to welcome a highly organized and proactive professional to our growing team.</p>
Experience and Qualifications	<ul style="list-style-type: none"> ● Bachelor’s degree in Business Administration, Public Administration, Urban Studies, Real Estate, or a related field (or equivalent experience) ● 2+ years of administrative or program support experience ● Strong organizational and time-management skills ● Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Google Workspace ● Excellent written and verbal communication skills <p>Preferred:</p> <ul style="list-style-type: none"> ● Experience in real estate, economic development, nonprofit, or community development organizations ● Familiarity with CRM systems, databases, or project tracking tools ● Experience supporting grants, loans, or compliance processes ● Knowledge of Memphis neighborhoods and community development initiatives ● Experience in data analysis and reporting (workforce development experience preferred but not required)
Salary Range	\$20 - \$25 per hour commensurate with experience
Key Benefits	<ul style="list-style-type: none"> ● Hybrid schedule ● 10 Days per calendar year of paid leave after six (6) months of service ● At least 10 office closing days for public holidays ● Professional development opportunities ● Phone reimbursement
Physical Requirements	<ul style="list-style-type: none"> ● Tasks require the ability to exert light physical effort in sedentary to light work, including lifting, carrying, pushing, and/or pulling objects and materials of light weight (5-10 pounds). ● Lifting/moving supplies ● Tasks may involve extended periods at a keyboard or workstation.

Essential Duties and Responsibilities:

- **Administrative Support**
 - Provide direct administrative support to the Senior Director, including calendar management, meeting scheduling, and coordination of internal and external meetings. Ensure invoices include proper documentation, coding, and approvals.
 - Prepare agendas, take meeting notes, and track action items and follow-ups
 - Draft, format, and organize correspondence, reports, and presentations

- **Project and Document Management**
 - Maintain organized digital filing systems for real estate and economic development projects
 - Assist with tracking project timelines, deliverables, and deadlines
 - Support the preparation and submission of grant materials, reports, and compliance documentation as needed

- **Coordination and Communication**
 - Serve as a point of contact for internal staff, partners, developers, and community stakeholders on behalf of the department.
 - Coordinate logistics for meetings, site visits, and community engagement activities.

- **Financial and Operational Support**
 - Assist with processing invoices, reimbursements, and payment requests in coordination with the Operations/Finance team
 - Support procurement and vendor coordination as needed

- **General Department Support**
 - Assist with special projects and research related to real estate and economic development initiatives
 - Provide administrative support for departmental events, workshops, and presentations
 - Perform other related duties as assigned

Submittal

If you are interested in applying, please upload your resume and cover letter [here](#) or <https://wkf.ms/4ayMwpx>.

NO PHONE CALLS. For more information: www.memphismedicaldistrict.org

