



OPEN POSITION: Senior Real Estate Specialist at the Memphis Medical District Collaborative (MMDC)

Organization Overview

The Memphis Medical District Collaborative (MMDC) seeks a **Senior Real Estate Specialist** to join our growing team. 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, 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	Senior Real Estate Specialist
Reports To	Senior Director of Real Estate and Economic Development
Summary	<p>We are seeking a dedicated Sr.Real Estate Specialist to join our team at MMDC, one of Memphis Business Journal's 2024 & 2025 Best Places to Work.</p> <p>Memphis Medical District Collaborative (MMDC) is seeking a dedicated Sr. Real Estate Specialist to help drive development across the Medical District. This role provides strategic guidance and hands-on technical support to advance projects, working closely with developers, property owners, and community stakeholders to ensure initiatives align with MMDC's vision for sustainable growth and community impact.</p>
Experience and Qualifications	<ul style="list-style-type: none"> ● Bachelor's degree in Business Administration, Public Administration, Urban Planning, Economic Development, or a related field ● 5+ years of experience in real estate or banking ● Experience in real estate development, economic development, commercial real estate, or community development ● Experience supporting development projects, site selection, or commercial corridor revitalization ● Familiarity with real estate financing tools, incentives, and underwriting processes ● Experience working with developers, brokers, property owners, and community stakeholders ● Ability to review and interpret financial documents, leases, site plans, appraisals, and development proposals ● Experience with grant and incentive programs, including application processing, compliance tracking, and reporting ● Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Google Workspace <p>Preferred:</p> <ul style="list-style-type: none"> ● Master's degree in Business Administration, Public Administration, Urban Planning, Economic Development, or a related field ● Experience supporting mixed-use, affordable housing, or neighborhood revitalization projects ● Familiarity with public-private partnerships and anchor institution strategies ● Experience with CRM systems, project tracking tools, or real estate databases ● Knowledge of Memphis neighborhoods and market trends
Salary Range	\$60,000 - \$65,000 commensurate with experience.
Key Benefits	<ul style="list-style-type: none"> ● Hybrid schedule ● Generous benefit package ● Parental leave ● Professional development opportunities ● 401(k) employer match

	<ul style="list-style-type: none"> • 20 Days per calendar year of paid leave • At least 10 office closing days for public holidays • Up to 10 remote workdays while traveling • 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:

- Support the development and implementation of MMDC's real estate and economic development strategy
- Develop and coordinate neighborhood-focused planning efforts across MMDC's Real Estate, Economic Development, Streets and Public Spaces, and Communications + Engagement teams
- Promote and process MMDC's grant and incentive programs, as related to inquiries, applications, and check requests for real estate and economic development
- Ability to read and understand financial statements, i.e., Profit and Loss statements, Balance sheet, appraisals, construction plans, legal descriptions, surveys, contracts, to prepare projects for underwriting through MMDC's suite of financing tools
- Provide technical assistance to existing and new real estate projects within the Medical District
- Assist with the development of small area plans and neighborhood profiles throughout the District
- Support the revitalization of vacant and underutilized storefronts in the district through recruitment and retention efforts
- Support the Sr. Director of Real Estate and Economic Development in compliance with all requirements for Program Related Investments (PRI) and Memphis Medical District Investment Fund (MMDIF)
- Assist and support the development of the "MMDC Emerging Developers" educational training program
- Assist in the planning, design, and production of board and real estate grant committee presentations

- Contribute to the development, monitoring, and delivery of annual key performance indicators that support MMDC's mission and strategic plan
- Represent MMDC at meetings, events, and tradeshows
- Support and commit to the efforts of promoting the MMDC Partnership Program and actively seek grants and sponsorships that support the Real Estate program

Submittal

If you are interested in applying, please upload your resume and cover letter [here](#) or <https://wkf.ms/3ZU8vBe>.

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

