

Community Relations Manager

L+M Development Partners, an established residential developer/builder, has an excellent opportunity for a **Community Relations Manager** to work with the External Affairs team to ensure that community engagement continues to be integrated across the company's portfolio. The ideal candidate should be a self-starter, able to work well as a member of an integrated team, but also capable of working independently with limited oversight and possess the ability to build key internal and external relationships.

Since its inception in 1984, L+M Development Partners, Inc. has been an innovator in developing quality affordable, mixed-income and market rate housing, while improving the neighborhoods in which it works.

L+M is a double bottom line company, where its success is measured not only in financial returns but also by the positive impact it makes. L+M takes pride in its long-standing dedication to the communities it serves, demonstrated through an annual scholarship fund, job training programs, after-school programs, and substantial support for local nonprofits.

A full-service firm, L+M works from conception to completion, handling development, investment, construction and management with creativity that leads the industry. L+M is responsible for more than \$4 billion in development, construction and investment, and has created or preserved more than 15,000 high-quality residential units in New York's tristate area, the West Coast and Gulf Coast regions. Community leaders, government officials and institutional investor organizations turn to L+M because of its consistent track record of excellence.

L+M brings a superior level of commitment to its investments in developments, and equally important, to its investment in people. For more information, please visit: <http://lmdevpartners.com>.

Areas of Responsibility:

- Being an integral part of the External Affairs team.
- Identify and inform vital community issues, needs and assets of L+M properties to internal staff.
- Serve as liaison to local government staff, non-profits and key stakeholders.
- Respond to community issues in a timely manner by working in conjunction with internal staff.
- Attend local/community meetings to understand the issues and cultivate existing L+M relationships. (community board, precinct council, town hall, etc.)
- Draft required reports/correspondence and generate work products as needed for the External Affairs team.
- Coordinate quality of life surveys of residents with internal staff or community partners for new properties.
- Work closely with community investments team around internal and external communication of our community investment and philanthropy efforts.
- Perform miscellaneous job-related duties as assigned.
- Work closely with the L+M Communication team to assist in L+M's overall public relations strategy.

Preferred Background and Skills:

- Proven ability to manage complex relationships and communicate effectively to all levels within the company.
- Must possess excellent interpersonal skills, including tact, diplomacy and a courteous, professional manner.
- Strong written and verbal communication skills.
- Strong analytical, problem solving and negotiation skills.
- High energy and ability to interact and develop relationships in unknown environments.
- Ability to travel to company sites to establish and maintain tenant relations.
- The applicant should be highly organized, patient, thorough, demonstrate a committed work ethic, and eager to work as part of a team.
- Bilingual abilities are a plus (able to read, write and speak Spanish proficiently).
- Working knowledge of Microsoft Office.

Education Requirements:

- Bachelor's degree in related area is preferred.

Years of Required Experience:

- 3 – 5 years of experience in government, social service, customer service and/or housing industry is ideal.

L+M offers competitive compensation and benefits and tremendous potential with a growing residential real estate developer/builder organization.

L+M is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Please submit a cover letter and salary requirements with your resume to lgalletti@lmdevpartners.com. Only those applicants under consideration will be contacted. If you are not contacted for this position, please accept our sincere thanks and appreciation for your interest. No phone calls please.

Disclaimer: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.