



DEVELOPMENT RELATIONSHIP MANAGER

Title: Development Relationship Manager, Nightingale Housing

Employment Relationship: Consultant Contract

FTE: Full-time

Reporting to: CEO

Location: Carlton North

Remuneration: Based on experience

How to apply: Send your CV and a cover letter to CEO Jessie Hochberg at jessie@nightingalehousing.org

Closing date: 18 April 2017

Starting date: As early as possible

1. ABOUT NIGHTINGALE HOUSING

Nightingale Housing is a start-up social enterprise built around an innovative housing model that produces design-led multi-residential housing for owner-occupiers. All Nightingale Housing projects are constructed around the core values of social health, economic resilience, environmental sustainability and neighbourhood engagement; our model aims to redefine the meaning and quality of city life. Our development model is licensed to like-minded architects and developers who spearhead Nightingale Housing projects with the support of Nightingale Housing.

As a start-up organisation, Nightingale Housing is versatile and flexible. Our path is unlikely to be predictable or linear - we remain flexible in our approach to operational delivery but firm in our stated vision and purpose.

2. PURPOSE OF THE POSITION

The Development Relationship Manager is the key point of contact and direct support for Nightingale licensed projects and their representatives. This position will work closely with the CEO to deliver value for both the licensees and community.

The role will work directly with the independent Nightingale project teams to identify and help resolve project needs and potential hurdles. This role will be instrumental in advising and developing the best processes for supporting the licensed projects and other key stakeholders going forwards.

The Development Relationship Manager will also support the relationship between purchasers and Nightingale projects. This will involve maintaining up-to-date files and knowledge across a number of projects, liaising closely with the CEO, information sharing with the Communications Manager, and preparing reports for the Nightingale Housing board.

3. KEY OPERATIONAL RESPONSIBILITIES



1. Provide direct support and be the key point of contact for Nightingale projects
2. Manage, prepare and administer licensing contracts
3. Provide development guidance from project inception to delivery
4. Build and maintain strong relationships with key team members on each licensed project
5. Coordinate aspects of company administration and record-keeping
6. Liaise closely with the Nightingale Communications Manager regarding project updates and upcoming project communication requirements
7. Prepare public presentations and board reports with guidance from the CEO
8. Liaise with Nightingale's sponsors and support relationships between architects, projects and other key partners
9. Develop and execute new business processes and systems to support Nightingale's business development
10. Prepare funding and partnership applications and pitches, and identify new opportunities for support as they arise

4. GENERAL

We are a small, dynamic team that works in a fast-paced, flexible environment.

We're looking for a bright, innovative development professional with a passion for design, social enterprise, start-ups, urban environments, sustainability and community development.

We love what we do, we work in a very mission-driven environment, and we enjoy being able to shape our work and contribute to society.

We are looking for a team player who is self-motivated, can handle rapidly expanding project requirements and work with limited direction to join us in achieving Nightingale Housing's [vision](#).

5. ABOUT YOU

You will be an enthusiastic self-starter with a strong understanding of the property development process, business development and relationship building.

You will have a strong appreciation for the world of start-up social enterprises and be purpose driven with a desire to improve our cities through design-led developments.

You will be a flexible and collaborative worker with outstanding interpersonal, negotiation and written communication skills.

You will be creative, empathetic, collaborative and resilient – all the qualities that make a great city also make our perfect candidate.

THANK YOU FOR YOUR INTEREST IN THIS ROLE