

Job Title: Assistant Executive Director

Location: Columbus, Ohio

Employment Type: Full-Time, Exempt

Reports to: Executive Director

Primary objective: To manage day-to-day operations and execute strategic redevelopment initiatives, bridging the gap between high-level planning and project implementation.

About Columbus Next Generation Corporation

Columbus Next Generation Corporation, also known as “NextGen”, was established to identify and reposition underutilized properties within Columbus neighborhoods, transforming them into vibrant, productive spaces for residents and businesses, and long-term community growth.

Through strategic partnerships, acquisition, planning, and development initiatives, NextGen plays a critical role in advancing community-focused development across key areas of the city.

Position Overview

The Assistant Executive Director serves as a key member of the leadership team and works closely with the Executive Director to manage the organization’s strategic direction, operational effectiveness, and community impact initiatives.

This role will assist in overseeing organizational operations, managing strategic initiatives, supporting stakeholder engagement, and helping ensure alignment between the organization’s mission, priorities, and execution.

The ideal candidate is a collaborative and solutions-oriented leader who thrives in mission-driven environments and can effectively balance strategy, operations, and relationship management.

Key Responsibilities

Organizational Leadership & Operations

- Support the Executive Director in driving strategic goals
- Collaborate on daily operations and cross-functional projects
- Develop and manage efficient workflows and accountability systems
- Manage recruitment, onboarding, and staff training
- Contribute to organizational planning and execution
- Represent the organization at external meetings and events

Financial & Fund Development

- Support or oversee project budgets and capital stack structuring
- Assist with fiscal oversight, including budget formulation, performance tracking, and financial statement analysis
- Analyze development returns and contribute to financing strategies

Strategic Initiatives & Project Oversight

- Assist with oversight of development-related and community initiatives
- Monitor timelines, deliverables, and progress on strategic initiatives
- Coordinate projects and organizational priorities across departments and partners
- Facilitate communication between program staff and leadership

Stakeholder & Community Engagement

- Build and maintain relationships with community organizations, public agencies, corporate partners, donors, elected officials, developers, and stakeholders
- Represent the organization in meetings, community events, and collaborative initiatives as needed
- Support community engagement and partnership-building efforts
- Advocate for the organization's mission and the population served

Board & Leadership Support

- Assist with preparation of reports, presentations, and leadership communications
- Support board engagement, meeting preparation, and strategic reporting
- Help ensure organizational transparency and communication alignment

Minimum Qualifications

Required

- Bachelor's degree in Public Administration, Business Administration, Urban Planning, Nonprofit Management, Finance, or related field
- Minimum of 5 years of experience in real estate development
- Strong organizational leadership and operational management skills
- Excellent written, verbal, and interpersonal communication abilities
- Experience managing complex budgets, projects and stakeholder relationships
- Familiarity with nonprofit compliance and reporting requirements
- Ability to manage multiple projects at the same time

Preferred

- Master's degree in Real Estate Development (MRED), Urban Planning, Public Administration, Finance, or related field
- 3+ years of progressive leadership or senior level management experience
- Possession of AICP, FRA-RA, or LEED AP credentials is highly desirable
- Experience in nonprofit leadership, community development, economic development, or real estate-related organizations
- Familiarity with the Columbus community and development landscape
- Ability to communicate effectively with diverse stakeholders and audiences
- Experience working with boards, public agencies, or cross-sector partnerships
- Passionate commitment to NextGen's mission and community impact

Core Competencies

- **Collaborative and Solutions-Oriented Leadership:** Partnering with the Executive Director and staff to advance organizational priorities
- **Tactical Implementation:** Converts high-level strategy into measurable results through meticulous oversight
- **Operational excellence:** Proven ability to transform organizational complexity into efficient environments through the implementation of standardized systems and intentional workflows
- **Fiscal Stewardship & Financial Literacy:** Comprehensive proficiency in managing organizational budgets, securing grants, and navigating complex capital funding sources
- **Communication:** Manages professional multi-platform communications, active listening, and style adaptation for diverse audiences. Resolves conflicts, maintains relationships, and facilitates inclusive group discussions and collaborative planning.
- **Strategic Adaptability & Problem-Solving:** Demonstrates the capacity to pivot between shifting priorities while proactively spearheading organizational initiatives.
- **Community-centered mindset:** Builds and maintains relationships with stakeholders

Technical competencies

Real Estate Development & Finance

- **Pro Forma Modeling & Analysis:** Proficiency in developing and reviewing complex financial models for mixed-use, affordable, and commercial projects to determine feasibility
- **Capital Stack Structuring:** Understanding how to layer diverse funding sources, including tax credits (LICHTC, NMTC), bonds, grants (CDBG), and private equity
- **Real Estate Negotiation:** Expertise in drafting and reviewing term sheets, purchase and sale agreements, and development agreements.

- **Asset Management & Acquisitions:** Knowledge of capital planning, property appraisal, title work, and survey analysis

Urban Planning & Land Use

- **Zoning & Entitlements:** Deep knowledge of municipal zoning codes, land use regulations, and environmental review procedures.
- **Site Plan Review & Technical Analysis:** Ability to read and interpret technical drawings, site plans, and surveys.
- **Urban Design & GIS Mapping:** Proficiency in GIS (e.g., ArcGIS, QGIS) for spatial analysis and familiarity with CAD software or 3D visualization tools.
- **Sustainable Development Principles:** Applying green building standards, LEED requirements, and climate adaptation strategies to projects
- **Environmental Review:** Familiarity with environmental review policies, impact assessments, and sustainable “green” building practices.

Economic Development & Policy

- **Economic Impact Analysis:** Ability to analyze demographic, employment, and economic data to justify projects and incentives
- **Public-Private Partnerships:** Structuring and managing collaborations between public agencies and private developers
- **Grant Application & Compliance:** Expertise in writing, securing, and managing federal, state, and local grants

Technology & Data

- **Advanced Spreadsheet Skills:** High-level expertise in Excel for data analysis and financial tracking
- **Project Management Software:** Proficiency tools like Asana, Microsoft Project, or Jira
- **Database Management:** CRM Management or Project Management tracking databases

Compensation & Benefits

- Competitive salary commensurate with experience
- Comprehensive benefits package (health, dental, and vision insurance)
- Professional development opportunities
- Generous PTO and flexible work arrangements

Equal Opportunity Employer

Columbus Next Generation Corporation is committed to fostering a diverse, equitable, and inclusive workplace and encourages candidates from all backgrounds to apply.

How to Apply

Interested applicants should upload a resume and cover letter [HERE](#) detailing their experience, leadership background, and interest in community-centered development and organizational impact.