



16 TECH COMMUNITY CORPORATION JOB DESCRIPTION

POSITION:	VP of District Development
STATUS:	Exempt
ORGANIZATION:	16 Tech Community Corporation
REPORTS TO:	Chief Financial Officer, 16 Tech Community Corporation

ORGANIZATION OVERVIEW

The 16 Tech Innovation District is a growing destination for innovation and entrepreneurship and a driver of the tech enablement of the life-sciences and advanced manufacturing industries key to Indiana's economy. Connected to diverse neighborhoods in downtown Indianapolis and intentionally resourced with facilities and programs to foster innovation, 16 Tech is home today to three buildings with 200+ innovation related entities that employ more than 1,000 people. Over the next ten years, 16 Tech is projected to grow to 13 mixed-use buildings and create 3,000+ jobs.

The nonprofit 16 Tech Community Corporation is responsible for the physical and programmatic development of the 16 Tech Innovation District. 16 Tech Community Corporation's mission is to create an inclusive innovation community for Indianapolis, and its role as an entrepreneurial service organization and workforce partner contribute directly to the value proposition of the district. 16 Tech seeks team members who are motivated by and embody its values:

- **Innovation and entrepreneurship:** We believe innovation is vital.
- **Personal Connection:** We believe places bring people together.
- **Inclusivity:** We believe everyone can be an innovator.
- **Collaboration:** We believe collaboration is a winning strategy.
- **Community:** We believe it's important to be good neighbors.

16 Tech Community Corporation is a proud equal opportunity employer committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions, and identities are encouraged to apply.

POSITION OVERVIEW

The Vice President of District Development will spearhead the process of attracting, curating, and solidifying partnerships with diverse prospective developers to realize the mixed-use vision of the 16 Tech Master Plan. This role is responsible for sourcing and project-managing real estate development deals to support the 16 Tech Innovation District's growth and regional economic development goals. The VP will be a trusted contact for tenant prospects and referring partners—including brokers and site selectors—

and maintain up-to-date information on site status, space availability, and development timelines within 16 Tech. The ideal candidate will leverage a strong network and market insight to drive high-impact projects that foster economic growth and bring key spaces and companies to the Central Indiana market, supporting the growth of Indiana's advanced industries.

ESSENTIAL FUNCTIONS

Real Estate Development

- Lead 16 Tech's sourcing of development opportunities by identifying, cultivating and maintaining relationships with prospective development partners to attract new vertical developments and projects.
- Manage a comprehensive development plan that includes residential, commercial, life-sciences, retail and public spaces to achieve a balanced, vibrant community.
- Project-manage the deal flow for development projects, working closely with the CEO and CFO to complete due diligence for pending transactions and /or developments and to successfully execute ground leases aligned with 16 Tech's organizational and financial objectives.
- Maintain and report regularly on the pipeline of prospective development partners and corresponding metrics.
- Respond to RFPs appropriate for 16 Tech and/or the surrounding area.

District Leasing

- Support and manage the pipeline of major/anchor tenant prospects in partnership with referral sources and active developers. Assist and facilitate preliminary conversations for soft commitments to be transitioned at the appropriate stage for lease negotiations.
- Guide prospective tenants through the development process with third-party developers.
- Assist tenants through the design and build-out process to ensure high-quality customer service and represent potential tenant needs with 16 Tech developers, as needed.
- Collaborate with team to guide prospective tenants through the leasing process for 16 Tech's managed assets, including the HqO Innovation Hub.
- Maintain and report regularly on the pipeline of prospective tenant prospects.

Stakeholder Engagement

- Meet regularly with and build relationships with key economic development partners including Develop Indy and the IEDC to maintain awareness of the development opportunities in 16 Tech and support local and state participation in 16 Tech development projects.
- Support development partners in discussions with the economic development partners.
- Represent 16 Tech to generate interest in District properties and share information on new and existing development opportunities.

Other

- Develop real estate marketing materials.
- Collaborate with outside consultants engaged to assist 16 Tech on real estate matters including development, tenant attraction, strategic planning and market analysis.
- Conduct market analysis to understand demand, competitor positioning, and emerging mixed-use and innovation district development trends.

- Implement innovative practices and sustainable strategies that position the District as a forward-thinking, community-focused hub for live-work-play experiences.
- Monitor and report on project performance metrics, adjust as necessary and ensure projects meet reporting, regulatory and other applicable standards.
- Support District operations where needed.

SKILLS & EXPERIENCE

- At least 7 years of progressive experience in commercial real estate development, mixed-use district planning, or economic development, with a proven track record of successfully executing complex development projects
- Demonstrated expertise in structuring and negotiating real estate transactions, including ground leases, development agreements, and public-private partnerships, particularly in innovation district or life sciences contexts
- Strong existing network within the commercial real estate industry and economic development community, with experience collaborating with brokers, developers, site selectors, and government agencies
- Exceptional project management skills with experience managing multiple concurrent development projects, including oversight of due diligence processes, timeline management, and stakeholder coordination
- Track record of successful business development and relationship building, with the ability to attract and retain key tenants and development partners while maintaining alignment with organizational mission and financial objectives

QUALIFICATIONS & EDUCATION

- Bachelor's Degree required, Master's Degree preferred

BENEFITS

- 100% paid healthcare and dental premiums for both individuals and families.
- Pre-tax and Roth 401(k) Retirement Plan with generous match. 5% contribution by the employer regardless of employee contribution and up to an additional 5% employee voluntary contribution eligible to be matched by the employer.
- Paid Group Life, Short-Term, and Long-Term disability insurance benefits.
- Paid Time Off (PTO), including 17 holidays.
- Free parking

DETAILS

To apply, please submit application by November 27, 2024.

More information is available at <https://www.16tech.com/>