



Leasing Associate

[Sustainable Community Associates](#) is a real estate development firm focused on catalytic mixed-use projects across Northeast Ohio. We believe that with determination, creativity, and the willingness to challenge conventional wisdom, community-oriented development can have a transformative impact on a neighborhood. Through projects like the Fairmont Creamery, Mueller Lofts, and The Tappan, SCA has leveraged over \$100 million of investment into Northeast Ohio neighborhoods.

OUR NEED

Our mission is to develop joyful, connected communities—and much of that work begins with our leasing team, which sets a precedent for responsive relationship-building early in the resident's search and application process. We are looking for a colleague who can help us grow while maintaining this central tenet of our identity.

We are eager to hire a leasing associate who will join our marketing and communications team, and will be responsible for guiding potential community members through the leasing process from inquiry to application. Our new colleague should be interested in fostering individual relationships while also being able to manage automated systems. With this in mind, they must be a superb communicator across a variety of written and in-person contexts, and must be capable of connecting with a broad range of constituents. Ultimately, the leasing associate is an ambassador for our communities and for the city itself.

THE ROLE

The leasing associate will be responsible for responding to and nurturing potential community members. They will be expected to gain a thorough understanding of the SCA portfolio, and to provide personalized recommendations based on their understanding of the individual's unique needs. They must turnaround communications relatively rapidly, and will play a key role in opening new buildings. They will help to create and implement relevant marketing strategies to attract and retain community members. Social media is considered an all-hands project at SCA, and the leasing associate will be no exception there.

Specific responsibilities include:

- Connecting with inquiries via HubSpot, phone, email, or social media channels established by SCA
- Cataloguing inquiries in HubSpot, managing contact information, and updating with accurate notes
- Maintaining open communication with Operations to ensure applications move forward smoothly
- Collecting and sharing competitor data and market research
- Creating, managing, and participating in meaningful community events

Additional duties may be assigned based on prior experience or interests, and in response to the evolving needs of the team. Familiarity with HubSpot or similar CRM and social media management is preferred, but not required.

The salary range for this position is \$35,000 - \$40,000. At this time, SCA works a hybrid schedule with four days in our Tremont office and one day remote, though our leasing team has flexibility to set their schedules in response to tours, building openings, and other events. Additional benefits include a generous health stipend, pet-friendly work environment, and the opportunity to live at a discounted rate at one of SCA's properties. We also believe in cultivating a cross-functional team, and are supportive of employee needs, goals, and professional development.

OUR CULTURE

SCA is a small and dynamic team. We value self-starting, solutions-oriented colleagues who collaborate across areas of need. We attract organized, detail-oriented individuals who apply empathy and systems-level thinking to the complexity of community development and the unique challenges and opportunities of this work. We are a civically engaged and socially-conscious company, and we seek a compatriot who shares these core values.

TO APPLY

Candidates with diverse and varied backgrounds are encouraged to apply. Leasing experience is valued, but not required. Ultimately, we are looking for someone who shares our passion for the Cleveland community and is looking to be more meaningfully engaged in building and supporting that community.

All interested candidates should submit a cover letter and resume to josh@sustainableca.com and caitlyn@sustainableca.com. Please indicate the job title in the subject line. We will begin reviewing applications immediately. We hope to fill the position this fall, but will be flexible for the right person.