



100 Dayton Street, Yellow Springs, Ohio 45387

YSDC@YSDC.org

www.YSDC.org

Project Manager – Pre-Development (Phase 1)

Status: Contract position (estimated 12–18 months)

Reports to: Executive Director / YSDC Board

Anticipated Start: Early 2026 or upon contract execution

Compensation: Commensurate with qualifications and scope

About the Opportunity

The Yellow Springs Development Corporation (YSDC), a Community Improvement Corporation (CIC) serving the Village of Yellow Springs, has entered into a purchase contract for a downtown commercial property with the goal of transforming it into a vibrant, community-oriented asset.

YSDC is seeking an experienced Project Manager – Phase 1 to lead the pre-development process, including due diligence, planning, financial analysis, and stakeholder coordination, culminating in a development recommendation and construction readiness.

As part of this process, the Board intends to solicit public input to help shape the project direction. At present, two potential scenarios are being considered—though others may emerge through the pre-development process:

1. Preserve and rehabilitate the existing structure to bring it into functional and code-compliant use; or
2. Demolish and redevelop the site with new construction that better aligns with community needs and long-term goals.

In addition, the Project Manager will be responsible for ensuring that existing residential units within the property meet all applicable fire and life-safety standards, in collaboration with the site Property Manager and YSDC board.

Primary Responsibilities

- Lead all pre-development activities, including feasibility analysis, risk assessment, and consultant coordination.
- Oversee due diligence investigations such as environmental, structural, mechanical, title, appraisal, and survey reviews.
- Evaluate and ensure fire and life-safety compliance for existing residential spaces.



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- Develop and maintain project scope, schedule, budget, and risk management framework.
- Coordinate architectural and engineering teams in conceptual design and cost estimating.
- Identify and pursue funding opportunities, including grants, incentives (CRA, TIF, Historic Tax Credits), philanthropic sources, and private capital and loans
- Facilitate public engagement and communications to inform and involve residents and businesses.
- Prepare and present project updates and decision documents for YSDC and Village Council.
- Support development of Requests for Proposals and procurement for future design and construction phases.