

Program Manager – Job Description

- Job Title: Program Manager
- Location: Maine (Hybrid/Remote)
- Job Type: Full-time
- Salary Range: \$85,000 – \$95,000 annually (commensurate with experience)
- Benefits: Competitive benefits package

About the Maine Redevelopment

The Maine Redevelopment Land Bank Authority (Maine Redevelopment) is a quasi-governmental agency established to revitalize underutilized, blighted, and environmentally challenged properties across the state. Through collaboration with municipalities and partners, Maine Redevelopment turns “stuck” properties into assets that benefit communities and drive economic development.

Position Summary

The Maine Redevelopment is seeking a strategic, results-oriented Program Manager to design, implement, and manage a suite of redevelopment-focused programs. This includes technical assistance to municipalities, Brownfields redevelopment, land bank operations, and other special initiatives. The Program Manager will play a lead role in implementing LD 1170, Maine’s revised surplus property disposition law, and will interface directly with state agencies, municipalities, and stakeholders to guide the redevelopment of publicly held and privately abandoned properties.

Why Join Maine Redevelopment?

This isn’t just a job—it’s a unique opportunity to shape the future of economic development in Maine. As part of a small but ambitious team, you’ll engage in impactful work that transforms communities while advancing your own professional growth.

If you’re passionate about making a difference, thrive in collaborative environments, and embrace both the challenges and rewards of a startup, we’d love to hear from you. We’re building as we go—and that’s half the fun!

Key Responsibilities

- Lead program design and implementation across core areas, including: Municipal Technical Assistance, Brownfields Redevelopment, Land Bank Operations, Special Projects
- Manage and coordinate the state’s revised surplus property disposition process (LD 1170), ensuring timely and transparent property transitions.

- Oversee planning, assessment, and due diligence for real estate and environmental redevelopment projects, including procurement and contractor oversight.
- Build and maintain strong relationships with municipal officials, community partners, and other stakeholders across Maine.
- Conduct outreach and engagement with communities to support redevelopment of vacant, abandoned, or tax-delinquent properties.
- Track program performance, manage reporting requirements, and support grant management and compliance.
- Collaborate with state agencies and partners on aligned policy and redevelopment goals.

Qualifications

- Bachelor's degree in public administration, urban planning, real estate, environmental science, or a related field (Master's degree preferred).
- 5+ years of experience in program management, real estate development, land use regulation, or related areas in either the public or private sector.
- Familiarity with Maine's land use, redevelopment, or environmental policies strongly preferred.
- Strong financial and budgeting skills and preferably ability to create and use project *pro formas*.
- Demonstrated ability to manage complex projects with multiple stakeholders.
- Knowledge of property disposition processes, environmental assessment, and/or land banking is a strong plus.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a small, mission-driven team.

Benefits

- Competitive salary (\$85,000–\$95,000 depending on experience)
- Health, dental, and vision insurance
- Retirement plan with employer contribution (when available)
- Paid time off and holidays
- Professional development opportunities

To Apply

Please submit a resume and cover letter outlining your interest and qualifications to tobrien@maineredevelopment.org. Applications will be accepted until June 30, 2025.