



PIEDMONT HOUSING ALLIANCE

Job Description

Job Title : Real Estate Development Associate

Status & Salary: \$40,000-\$60,000

PRIMARY FUNCTION

Piedmont Housing Alliance's mission is to create affordable housing opportunities and foster community through education, lending, and development. We specialize in acquiring, rehabilitating, and developing multi-family housing with the goal of developing and preserving quality, sustainable, affordable apartment homes, and fostering communities of choice with responsive community management, intentional resident engagement, and robust resident services. Our work reflects our core values of equity, opportunity, home, community, and respect. Real estate development work through a racial equity lens and reversing historical barriers to homeownership for households of color.

The Real Estate Development Associate is responsible for supporting all aspects of the development process of large, complex affordable multi-family projects, including feasibility analysis, acquisition, deal structuring, design development, financing, public approvals, construction, and close-out. Primary responsibilities focus on managing projects in active development and construction with emphasis on projects closings, construction management, budget tracking, draw preparation, lease-up, and stabilization. S/he collaborates with other members of the Piedmont Housing team (development, community management, finance), and with the design team, general contractors, public agency staff, lenders, legal, partners, and consultants.

The position will work as part of a small team and report to the Executive Director (who also directs the real estate development team).

ESSENTIAL RESPONSIBILITIES

1. Support all facets of real estate development projects from inception through completion, including:
 - **Feasibility, Entitlement, and Design**
 - Assist with predevelopment and acquisition, through site plan review, design and permitting.
 - Assist with market and financial analyses, feasibility assessments, budgets, and pro-formas.
 - Assist with site due diligence, including review of zoning, utilities, etc.
 - **Financing and Construction**
 - Participate in preparing applications for project funding.
 - Assist in managing the development budget and project cost tracking during construction.
 - Prepare/submit project invoicing and construction draws.
 - Manage design team coordination and monitor construction schedule, cost,

- and quality of work.
 - Manage final punch lists and construction close out.
 - **Portfolio and Operations Support**
 - Develop productive, positive working relationships and communication systems with Piedmont Housing Alliance colleagues in development, community management, and finance.
 - Liaison between real estate team and community management/operations on building-related issues.
2. Cultivate productive, positive, professional working relationships with the development community, lenders, various levels of government, and other public, private and non-profit partners.
 3. Perform other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Prior experience in architecture, real estate development, project management, and/or construction.
- Exposure to and/or familiarity with affordable housing policies and financing processes.
- Ability to conduct research, analyze information, generate reports, and evaluate opportunities.
- Team player with excellent interpersonal skills, who interacts productively and positively with other members of the Piedmont Housing Alliance team.
- Strong communication skills, with ability to design presentations/graphics materials, compose correspondence, and respond to information requests from internal and external contacts.
- Ability to meaningfully engage with issues of racial equity and inclusion.
- Detail-oriented; able to plan, prioritize, and organize multiple projects concurrently.
- Capacity to adapt to change.
- Self-motivated, with an ability to work both independently and within a team setting.
- Proficient in computer software, including Word, Excel, and Power Point.
- Strong work ethic, enthusiasm, integrity, good judgment, and sense of humor.

QUALIFICATIONS

- 2+ years of real estate project development and/or construction and/or design experience, preferably with multifamily affordable housing.
- Demonstrated skills in successful construction project planning and management.
- Demonstrated skills in analyzing and working with complex spreadsheets.

PHYSICAL REQUIREMENTS

- Able to lift & carry items up to 50 lbs.
- Ability to stand for extended periods and safely move about construction sites.
- Able to type efficiently on a computer keyboard and work at a desk for extended periods of time.

PERFORMANCE STANDARDS

- Manage successful project tasks according to objectives, schedule, and budget.