

Real Estate Development Specialist

The primary responsibility of the Real Estate Development Specialist is to assist in the financing options for LIHTC and NOAH development projects, LIHTC application development, construction, and closing, as well as support construction, process draw requests, inspections, acquisition, and closing.

Duties and Responsibilities:

- Process Environmental Reviews for organization.
- Assist in the preparation of project schedule, project proforma, project description and construction budgets.
- Assist in preparing and providing oversight of the underwriting and feasibility for possible projects
- Assist in structuring and closing complex mixed-finance deals with multiple lenders including assisting in due diligence process.
- Work in partnership and collaboration with Construction team and other key stakeholders to monitor construction and draw process
- Comply with Low Income Housing Tax Credit, private financing and other industry standards to proposals, applications and closings including legal and project document review and day-to-day operations.
- Assist in the preparation and submittal of competitive applications to federal, state, local, and private funding sources for site acquisition, predevelopment, construction, and permanent financing
- Assist in project-based accounting process- including preparing project draws
- Assist in GIS Mapping
- Prepare compliance reports as required by funding sources
- Other duties as assigned

Qualifications:

- Ability to negotiate contracts and partnership agreements
- Ability to prepare well written, professional and competitive applications to funding sources
- Effective verbal and written communication skills
- Strong people and interpersonal skills with the ability to interact and work with diverse and multi-cultural people and cross-functional teams
- Demonstrated ability to build trust and rapport with clients
- Pays very close attention to detail
- Organizational and time management skills with the ability to complete tasks and job duties in a timely manner and meet established deadlines
- Proficient in Microsoft Office (Word, Excel, and Outlook) with the ability to prepare reports, spreadsheets or other needed documents

Education/Experience:

- Bachelor's degree in business, or closely related field

Specialized Skills:

- Strong math skills
- Knowledge in GIS Mapping preferred
- Knowledge of Fair Housing standards preferred
- Strong working knowledge and understanding of Low-Income Housing Tax Credit guidelines preferred

- Demonstrated ability to maintain a calm and professional demeanor during challenging situations and changing program direction and work processes and procedures

Communication Ability:

Ability to read, analyze, and interpret business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from group of managers, customers, and the general public. Bilingual in Spanish and English: verbal and written form preferred.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

Knowledge of QuickBooks, Microsoft Outlook, Word and Excel; Proficient users of all applicable software

cdcb is an equal opportunity employer and seeks qualified candidates regardless of race, color, religion, gender, sexual orientation, age, disability, or national origin. Women and diverse applicants are encouraged to apply.

Pay: \$35,000- \$40,000 per year