

Position Summary

This position assumes exposure to and participation in all aspects of multi-faceted multi-family real estate development projects, primarily affordable with occasional market rate projects, from inception through construction completion and lease-up. The Associate Developer is responsible for timely and accurate support to an in-house team of Developers, Senior Developers and Regional Vice Presidents. The Associate Developer will gain exposure to an external team of financiers, architects, designers, engineers, and contractors. Each Associate Developer simultaneously participates in multiple projects in varying stages of development.

Duties and Responsibilities

- Financial modeling to determine the economic feasibility of a project
- Drafting, editing, assembling, and finalizing - under the direction of the Team Leader - multiple, professional RFPs and RFQs
- Participation in building strong public private partnerships
- Working with municipalities to ensure good communication
- Preparation of professional PowerPoint presentations for both large and small groups of financiers, municipalities, and community constituents for the purpose of marketing Pennrose Properties to groups that could be potentially skeptical and occasionally adverse
- Timely follow-up of land-development approval process
- Coordination of legal matters as directed by the Team Leader
- Working knowledge of all site-control documentation, loan agreements, equity documents, and partnership agreements
- Coordination of architectural and engineering matters under the direction of the Team Leader for proposed developments
- Creation of realistic project schedules
- Development of realistic project budgets
- Interfacing with contractors and other professionals to build proposed developments
- In-depth involvement in coordinating the lease-up of completed developments with full flow of information concerning limiting criteria
- Maintenance of calendars
- Scheduling and coordinating the logistics for all development meetings
- Complying with all provisions of the Pennrose Properties' Operations and Human Resource Policies

Performance Metrics

- Work product including components of RFPs submissions, 8609 submissions, NPDS, funding applications, draw down packages and other project related documents is prepared with high level of accuracy, attention to detail and delivered on a timely basis
- Demonstrated financial skills through the production of budgets and proformas for throughout the development process
- Project development goals are met within established timeframes
- Organized and systematic management of project development; Checklists scheduled (employing technology tools) to close within established time and within the budget
- Ability to manage and accomplish tasks within set delivery parameters
- Strict attention to detail. Must be able to thrive in the minutia

The following serve to guide our behavior, way of operating, and decision-making throughout the organization.

Mission Statement: Our committed team of exceptional professionals transforms communities by creating high quality real estate developments and delivering outstanding value to our clients and partners.

Vision Statement: Considered by all to be at the top of the multifamily and real estate industry, fueled by high caliber talent, financial strength, and a culture of continuous innovation of business practices.

Core Values

- Integrity** We act with honor, honesty, and fairness and we hold ourselves to the highest ethical standards.
- Collaboration** We support each other internally and externally to achieve our collective goals.
- Accountability** We are responsive and take responsible action. We say what we mean, we do what we say.
- Results Oriented** We take great pride in achieving exceptional outcomes.

Competencies

- Leadership** We demonstrate leadership skills and behaviors that contribute to superior performance and customer excellence. We lead and develop both people and the organization.
- Service Excellence** We are passionate about providing an exceptional customer experience to our external customers, as well as internal. We act with an unwavering commitment to service standards, a disciplined approach, flawless delivery, and relentless inspection.
- Community** We cultivate positive relationships within our organization, within our developments, and communities. We promote good citizenship by giving back.
- Innovation** We anticipate change and shape it to fit our purposes. We create ethical, forward thinking solutions. Identification of a novel idea that creates value and trying them off the cuff.

Relationships and Contacts

Reports to: Regional Vice President

Supervises: N/A

Required Education and Experience:

- BA or BS in Finance, Real Estate, Business or related field is required
- Master's Degree preferred or 3 years of equivalent experience performing at the Associate Developer level
- Solid real-estate knowledge base
- Strong analytical ability
- Exceptional verbal and written communication skills
- Expertise in composing on-message PowerPoint presentations
- Considerable inter-personal skills including the ability to establish and maintain effective working relationships with others; being both responsive and thoughtful
- Discretion in handling confidential information
- Demonstrated organizational skills, including the ability to set priorities in concert with the development team
- Ability to work independently
- Demonstrated ability to work under pressure exercising sound judgment, prioritizing demands and responding with composure to a fast-paced environment with high-energy leadership
- Demonstrated understanding of project proformas for both market-rate and public housing developments
- Experience in filing applications requesting Low Income Housing Tax Credits, Federal Home Loan Bank Affordable Housing Program funds and soft resources
- Proficiency in Outlook, Microsoft Office including Word and Excel. Microsoft Project experience is a plus.
- Demonstrated punctuality and respect for other's time
- Accuracy – with an attention to detail - and speed in task execution
- Strong work ethic and exceptionally high work standards
- Maturity, good judgment and professionalism
- Meeting Management understanding, including application of all outlook calendar programs; setting and preparing meeting Agendas to achieve the desired outcome
- Experience with, or understanding of, Application Scoring. Understanding of QAP and scoring sites is desirable.
- Requires a valid driver's license, an insured vehicle, and the ability to travel (between properties, on-call emergencies, training, etc.)

Working Conditions and Expectations:

- The ability to work periodic flexible hours is required.
- The ability to travel by plane and automobile is required.
- The ability to work at property locations within or near transitional neighborhoods – again with the support of Pennrose.
- The ability to climb stairs, take elevators, bend, squat and reach overhead.

Acknowledgement:

I have read and understand this job description. I accept the position and understand the list of duties is not meant to be all inclusive. I agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I will abide by the employer's Code of Conduct and Conflict of Interest policies. I further understand that my employment is at-will and may be separated with or without notice for any reason not expressly prohibited by law.

Print Employee Name: _____

Signature: _____ Date: _____
Employee

Signature: _____ Date: _____
Supervisor