



REAL ESTATE DEVELOPMENT ASSOCIATE

JOB TYPE: CONTRACT - PART TIME

GENERAL DESCRIPTION:

As a young nonprofit in a phase of rapid growth, we are seeking a motivated professional to support our real estate acquisition and development activities. We seek someone who believes in our mission and who wants to become part of the Africatown Community Land Trust team for the long-term and help us preserve and develop the African American and African diaspora community grow and thrive in place in the Central District and Seattle.

The successful candidate will possess outstanding communication skills and have an ability to delve into technical details (plans, surveys, title reports, etc.) as required and make collaborative recommendations to the Development Team. The candidate should be capable of working in a environment with continually changing priorities and objectives. This position supports the Real Estate Development Department and is responsible for a variety of community-based real estate development and redevelopment projects. Some experience with real estate development projects (private or public) is preferred. The Real Estate Development Associate is an entry level professional position and it is expected that the Real Estate Development Associate will take on increased responsibilities and become progressively more self-directed as skills and knowledge increase.

DIRECT RESPONSIBILITIES:

- Responsible for collaborating with other members of the Real Estate Development team.
- Works closely with the Development Team and Consultants (architects, engineers, title company, geotechnical firms, contractor, etc.) to monitor and expedite the Development process.
- Cost tracking and analysis related to project costs.
- Updates of development schedules and identifying project slippage.
- Facilitates and actively participates in project development meetings.
- Coordination of contracts and payments.
- Coordination of reporting requirements for existing grants and other public-private partnerships.
- Scheduling meetings and conference calls as directed and prepare meeting materials.

- Ensures that site files are organized, maintained and updated. Also, maintains standard forms and templates.
- Some local travel may be required.

REQUIREMENTS:

- 1-2 years experience in Commercial Real Estate, Urban Planning, Engineering or a related field.
- Familiarity with affordable housing finance namely low-income housing tax credit (LIHTC), bonds state and local sources.
- Bachelors and/or Master's Degree in Finance, Real Estate, Urban Planning or related field, or equivalent and commensurate combination of education and experience
- Proficiency with Microsoft Word, PowerPoint, Project and Excel
- Strong written, verbal and presentation skills
- Organized and detail oriented
- Ability to support multiple projects in parallel and prioritize competing demands
- Strong work ethic and ability to be flexible and multi-task and team player attitude
An unwavering desire to be a part of a team that understands that giving back to your community is a priority

To apply:

Those interested in applying to this position should send a resume and cover letter to K. Wyking Garrett: wyking@africatownseattle.org. Open until filled. No calls.