

Inner City Christian Federation
ICCF Nonprofit Housing Corporation
Job Description

Job Title: Real Estate Development Associate
Department: Real Estate Development and Management (REDM)
Reports To: Real Estate Development Manager
FLSA Status: Exempt
Prepared By: Ryan Schmidt
Prepared Date: September 19, 2017
Approved By: RMS, VP of REDM
Approved Date: September 19, 2017

SUMMARY

The Real Estate Development Associate supports the Real Estate Development team and is responsible for a variety of tasks related to community-enriching real estate development.

Candidates must feel a connection to non-profit mission-driven community development work, be capable of working in a fast paced environment with continuously changing priorities, and be able to quickly pick up on new concepts and ideas.

This position requires outstanding verbal and written communication skills and the ability to dig into technical details (plans, surveys, title reports, etc.) as required. This position supports the varied and dynamic work of the Development Team.

The Real Estate Development Associate is supervised by and reports directly to the Real Estate Development Manager. In addition, this position supports and collaborates with the Vice President of Real Estate Development and Management, other Development Associate staff, the Real Estate Development and Management department, and other departments within ICCF.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assist the Real Estate Development team with the following development functions:

- Research of public funding sources and incentives (HOME – City, County, MSHDA; NSP; 9% and 4% LIHTC; FHLB AHP; MEDC CRP, Brownfield, FHLB CIP; etc.) to ensure ICCF is pursuing all possible affordable housing funding and is complying with all stated regulations;

- Assembly of funding applications for the above stated sources in a time-sensitive manner, ensuring all deadlines are met and all documents are properly assembled;

- Coordination of numerous City and State approvals and appeals processes including: zoning, land use, payments-in-lieu-of-taxes, tax assessments, HRO plans reviews;

- Coordination of design professionals on program and plans preparations including substantial plans review and value engineering functions;

- Assistance with numerous other development functions such as option agreements, title insurance, property mapping, community presentations, permitting, fair housing plans, etc.

Planning of site utilities at large-scale projects, such as new and relocated services for AT&T, Comcast, Consumers Energy, DTE, City Water, etc;

Developing familiarity with and assisting in the review of financial models (development proformas, operating budgets, pay-in schedules, etc.) utilizing current market data and construction budgets created by ICCF construction personnel;

Maintaining record keeping and monitoring practices to ensure compliance with all funding sources.

Engagement with community associations, neighbors and other stakeholders to help determine how and where ICCF can assist the community in the most effective way possible;

Evaluation of sites and structures for acquisition, including items such as existing infrastructure condition, neighborhood concerns, market conditions, zoning and land use restrictions;

Provide reports, documentation, and organization for various projects and concepts being explored by the Development Team.

Support and/or coordinate various initiatives and events hosted or attended by ICCF.

SUPERVISORY RESPONSIBILITIES

This job has no formal supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from four-year college or university;
Minimum 2 years working in real estate, community or economic development;
Related experience and/or training;
Or equivalent combination of education and experience.
Excellent communication skills are necessary to succeed in this position.

SENIOR DEVELOPMENT ASSOCIATE OPPORTUNITY

While ICCF is hiring specifically for a Development Associate level position, candidates with an educational level that exceeds the requirements of this position and an experience level that exceeds the requirements of this position may qualify for an elevated position of Senior Development Associate. This elevated position would be potentially available to candidates with clear experience and expertise directly related to real estate affordable housing finance, LIHTC, federal housing funding compliance, and/or real estate sales.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Michigan Driver's License and acceptable driving record.

Current Michigan Real Estate Salesperson license helpful, but not required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.