

**ICCF**  
**Inner City Christian Federation**  
Job Description

**Job Title:** Real Estate Development and Management (REDM) Assistant  
**Department:** Real Estate Development and Management (REDM)  
**Reports To:** Vice President of Real Estate Development and Management  
**FLSA Status:** Non-Exempt/Full-Time

## **SUMMARY**

Assist the Real Estate Development and Management (REDM) team with various administrative tasks, organized in four main areas:

- Department Administration
- Construction Management
- Property Management
- Real Estate Development

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

### **Department Administration:**

- Provide administrative support to the Vice President of Real Estate Development and Management including schedule and email management;
- Assist with administrative tasks (scanning, filing, document searching, document delivery, etc.);
- Schedule meetings, create agendas and prepare and disseminate minutes/notes from development, construction and property management meetings;
- Facilitate the development of filing systems and coordinate the storing, arranging, indexing and classifying of REDM records (including the REDM database) to meet administrative, legal, and financial requirements as well as assisting in digitizing all department records;

- Help devise and ensure the implementation of record retention and disposal schedules.
- Serve as a point of contact with the Finance team to facilitate revenue/expense questions.
- Serve as a back-up to support the ICCF Receptionist in their absence.

### **Construction Management:**

- Communicate with existing contractors and conduct initial subcontractor screening/info collection for subcontractors requesting to be added to bidding lists. Collect and assemble subcontractor information including:
  - Insurance certificates and annual updates,
  - W-9s, lead certifications and licenses,
  - Debarment clearance, etc.
- Assist with contractor communication in regards to invoice deadline reminders and invoice process questions from subcontractors; maintains an accurate invoice record and filing system;
- Assist with coordinating a timely response to building construction concerns arising from regulatory agency inspections;
- Assist with close out process and documentation for work performed (warranty documents, budget reconciliation, etc.);
- Comply with all Federal and Local Fair Housing regulations and ordinances;
- Compile all required components of DTE and Consumers Energy rebate programs;
- Update and maintain budget tracking for Community Homes Initiative portfolio through CHI metrics reports and CHI individual house budgets;

- Assist with GreenStar, the Community Homes Initiative green certification program, specifically in regards to test in and test out documentation, applications and certifications, and radon test tracking and placement;

#### **Property Management:**

- Perform utility transfer for all vacant units and address ongoing utility connection problems as they arise;
- Assist with attending the City of Grand Rapids Code Compliance, mechanical and electrical inspections as well as ICCF pre-inspections to maintain city code requirements;
- Monitor and organize the Community Homes Initiative keys;
- Conduct occasional site visits to record site conditions, coordinate subcontractor access, and facilitate tenant communication if the property is occupied;

#### **Real Estate Development:**

- Assist with initial land acquisition activities and feasibility assessments (research property ownership, update acquisition lists and maps, request deeds and mortgages, etc.);
- Assist in the creation of specialized documents for presentations to stakeholder groups, potential funders, partner organizations, etc.;
- Assist in the assembly of documentation for public sector funding applications such as Low Income Housing Tax Credits (LIHTC).

#### **SUPERVISORY RESPONSIBILITIES**

This job has no formal supervisory responsibilities but some coordination of trade contractors will be required.

#### **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. Excellent organizational, computer, and communication skills are necessary to be successful in this position.

## **EDUCATION and/or EXPERIENCE**

High school diploma or GED is required. College degree is preferred, but not required. Minimum 2 years working in an administrative support role is preferred.

## **LANGUAGE SKILLS**

Strong language skills are preferred for this position. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write professional letters, emails, routine reports and correspondence is critical.

## **MATHEMATICAL SKILLS**

Basic construction math ability required. 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 bar 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 is preferred, 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 stand and talk or hear. The employee is frequently required to walk, reach with hands and arms, and climb or balance. The employee is frequently required to sit; use hands to finger, handle, or feel;

and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds, occasionally lift and/or move up to 25 pounds, and occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision, 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.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

**Please submit your resume with a cover letter to [hr@iccf.org](mailto:hr@iccf.org).  
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