



ICCF Community Homes Job Description

Job Title:	Real Estate Development Associate
Department:	REDM
Reports To:	Real Estate Development Manager
FLSA Status:	Non-Exempt
Prepared Date:	October 2023
Compensation:	\$45,000- \$52,000

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.

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

Producing, Selling, and Supporting Buyers of ICCF's Affordable Homeownership Opportunities

- Assist with funding applications and grant management.
 - Assembly of applications for various city, state, and federal funding sources in a time-sensitive manner, ensuring all deadlines are met and all documents are properly assembled;
 - 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;
- Assist with sales activities, specifically home sales related to our Community Homes Land Trust (CHLT)
 - Evaluate potential properties and homes to sell;
 - Assist with all marketing efforts including but not limited to community conversations regarding various homeownership programs, updating marketing materials, maintaining CHLT email communications, and meeting with potential buyers to view homes;
 - Create, Maintain, and update closing related documents;
 - Communicate with buyers, lenders, and funders throughout the purchase process
- Support homeowners in the Community Homes Land Trust with regular communication

Construction Support for Single-Family Homes

- Compile all required components of DTE and Consumers Energy rebate programs;
- Assist with close out process and documentation for work performed (warranty documents, budget reconciliation, etc.);
- 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;
- 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;

Department Support

- Maintain department records to meet administrative, legal, and financial requirements as well as assisting in digitizing any physical department records;
- Support and/or coordinate various initiatives and events hosted or attended by ICCF.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. 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.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Michigan Driver's License and acceptable driving record.
- Current Michigan Real Estate Salesperson license preferred, but not required.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Bilingual English/Spanish speaking preferred.

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 bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

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 sit and talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk and use hands to finger, handle, or feel. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance 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.

COMPENSATION

We offer a benefits package that includes medical/dental/vision insurance, accrued paid leave time, parental leave as well as a retirement plan.

To apply, please send a cover letter and resume to hr@iccf.org.

ICCF Community Homes is an Equal Opportunity Employer.