Job Description

Title: Development Associate
Location: Miami, Florida
Affordable Housing Development Position
Experience: 3-5 years

Professional responsibilities
- Provide full complement of support to the Real Estate Development Director in implementing multi-pronged, place-based real estate development strategy throughout all project phases (site acquisition, contracts, programming, design, financing, construction, leasing/marketing).
- Construction background is important.
- Work closely with the Real Estate Development Director on policy development, financial analysis, property management, and administrative support.
- Provide accurate documentation, reporting, and data collection to ensure compliance of grants and/or public-private partnerships.
- Assist property manager with weekly on-site resident engagement.
- Coordinate efforts with Real Estate Development Director to ensure maintenance issues are being addressed on all real estate owned.
- Other duties as assigned.

Qualifications and requirements
- Bachelors Degree in Real Estate, Urban Planning or related field or equivalent and commensurate experience.
- 3+ years of experience in project management, design, planning, real estate, property management or construction.
- Strong analytical and financial management skills; working knowledge or experience with city programs, public funding sources, public policy, design, property management and/or construction of real estate.
- Energetic, organized, and highly motivated person with ability to work independently and collaboratively. Flexibility and willingness to do a variety of tasks.
- Excellent interpersonal and verbal and written communication skills.
- Strong command of Microsoft Office Suite (Word, Excel, MS Project).
- Ability to perform a variety of duties and responsibilities with consistent accuracy, attention to detail, and speed under the pressure of time-sensitive deadlines. Must take initiative, analyze assignments, identify sub-tasks, prioritize, and keep various assignments moving simultaneously.

If you are interested please email me a resume in Word format and contact:

Julia Simon
Simon Executive Search LLC
julia@simonexec.com