

Job Order Data Sheet (JDS)

Job Order Details

Development Associate, Miami - JCS000000048

Location: Mari, FL - USA
Job Type: Direct Hire
Year(s) Exp: 2 - 10

Company Info

Contact:

Compensation

Salary: 65000 - 85000
Pay Rate: 0.00 - 0.00
Bill Rate: 0.00 - 0.00
Full Benefits: Yes
InterviewExp: No
ReloExp: No

CompComments: Full health, dental, vision, 401K, bonus
Guarantee:

Skills, Industries, Disciplines & Degrees

Skills **Industry Codes** **Disciplines** **Degrees**

Job Description

Title: Development Associate
Location: Miami, Florida

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).
- 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.
- 2+ 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.

Submitting Agency

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