



Property Development Associate

Position Description

Ability Housing's vision is a society where housing is a right, not a privilege; and all individuals have safe, affordable housing in vibrant communities. Our mission is to build strong communities where everyone has a home. To achieve these, we develop and operate quality rental housing affordable to households unable to afford market housing, including persons with extremely limited incomes and those that have experienced homelessness. We also administer rental assistance to help chronically homeless households access market housing; and partner with area service organizations to ensure our residents have the supports they require to maintain their housing and increase their self-sufficiency.

Reporting to the Property Development Director, the Property Development Associate is responsible for housing development activities to increase the organization's community and mission impact, with a focus on long-term sustainability and achievement of the organization's production and financial goals.

Essential Responsibilities

The Development Associate assists senior staff with day-to-day management of project, including support with acquisition, design/engineering, and pre-construction. This role is an ideal fit for someone that can function effectively in a dynamic environment and excited about joining a mission-driven real estate company.

AFFORDABLE HOUSING

- Maintain working knowledge of city, county and state policies and activities related to affordable housing development
- Maintain working knowledge of affordable housing funding sources and related timelines and application requirements
- Maintain working knowledge of land use and zoning processes
- Maintain continuous lines of communication, keeping Director informed of critical issues
- Develop and maintain strong, professional relationships with municipalities, the design and construction industry, and other partners
- Participate as necessary in meetings with state and local organizations, municipal committees and commissions, and others

PROPERTY DEVELOPMENT

- Assist in the management of development projects from land acquisition through construction completion. Project phases included sourcing, acquisition, feasibility/due diligence, entitlement/design, construction, and project turnover

- Create investment models and budgets for new development or acquisition opportunities
- Manage financing application process, securing all requisite supporting documentation
- Assist the Property Development team in securing the appropriate project approvals, certifications, permits, etc. from city and other government agencies as required
- Maintain project timelines and ensure milestones are met on time and within budget
- Assist in the underwriting and closing process
- Assist development of project plans and specifications

Perform other duties, as assigned

Frequent travel required

Experience and Skills

The successful candidate will have the following experience and skills:

- Strong real estate project management experience with proven ability to manage multiple projects effectively preferred
- Ability to focus, multi-task and meet deadlines in a high-pressure environment
- Desire to think creatively and problem solve
- Work well independently and in a collaborative team environment
- Eager to learn and grow with the organization
- Bachelor's Degree with a focus in Real Estate preferred
- Multifamily and/or affordable housing development experience a plus

Qualifications

The successful candidate will have the following desired qualifications:

- Strong commitment to and belief in Ability Housing's mission
- Ability to work with various software platforms, including Microsoft Office Suite and project management software
- Unwavering attention to detail, with a results-oriented mindset
- Ability to balance competing demands, effectively handle shifting priorities, and meet deadlines
- Sense of integrity and ethics
- Driver's license and own transportation required