

**PROVIDENCE HOUSING DEVELOPMENT CORPORATION
JOB DESCRIPTION**

<u>POSITION TITLE</u>	Development Associate / Project Coordinator
<u>DEPARTMENT</u>	Development
<u>STATUS</u>	Non-Exempt 3
<u>TITLE OF DIRECT SUPERVISOR</u>	Director of Housing Development
<u>GRADE LEVEL</u>	26
<u>EEO #:</u>	5
<u>W/C Code:</u>	8810

PRIMARY FUNCTIONS

The Development Associate will assist the Director of Development in executing development projects from inception to completion. The position is based in Rochester, NY but may include the opportunity for travel to project sites within the twelve-county region of the Diocese of Rochester.

SPECIFIC DUTIES

1. Collect due diligence documents (i.e. zoning codes, deeds, demographics, photos).
2. Prepare and maintain project budgets. (i.e. input data into existing spreadsheets).
3. Assist in preparing funding applications. (i.e. HCR 9%, HUD, NYSERDA, RFPs).
4. Prepare meeting material (handouts, agendas, keeping minutes, distributing notes, etc).
5. Attend and participate in stakeholder meetings.
6. Documenting and following up on important actions and decisions from meetings.
7. Assess project risks and work in collaboration with Director of Housing Development to provide solutions where applicable.
8. Ensure project deadlines are met.
9. Assemble closing documents for construction and permanent loan closings.
10. Organize, update, and maintain development files.
11. Assist with research on potential new projects, creating a project management calendar for fulling each goal and objective. Attend Agency staff meetings and trainings, as needed.
12. Cross train with Office Manager on Administration Duties
13. Other duties, as requested by Director of Housing Development and Executive Staff.

EDUCATION & EXPERIENCE

- Bachelor's Degree in architecture, business, urban studies, or related field (preferred).
- 2+ years related job experience in business, city/urban/regional planning, architecture, real estate development, real estate law, housing, or related fields (preferred).

Certain education or experience requirements may be waived at discretion of Executive Director.

ADDITIONAL REQUIREMENTS:

- Interest in real estate development and affordable housing
- Familiarity with affordable housing development, including requirements of government-sponsored real estate subsidies and private lending programs (preferred)
- Knowledge of file management, transcription and other administrative functions
- Self-motivated and able to work independently
- Excellent organizational skills
- Ability to work independently and as part of a team
- Exceptional verbal, written and verbal and presentation skills
- Proficiency in Microsoft applications including Office Word, Excel and Outlook
- Creative, highly dependable and trustworthy.
-
- Adheres to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing, and documentation standards.
- Previous experience working with diverse populations, including low to moderate-income families.
- Ability to multi-task and prioritize duties.
- Fosters agency, department, and program wide cooperation and team-work through use of positive/constructive communication techniques.
- Ability to analyze and interpret data and to handle problem resolution.
- Possession a valid NYS Driver's license and a driver's record considered acceptable by agency and insurance carrier.
- Continuous use of a reliable, registered and insured vehicle.
- Demonstrate commitment to Agency Mission Statement.
- Ability to meet the following physical requirements with or without reasonable accommodation
- Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle;
- Stand, sit, walk, bend, stoop, kneel, and reach
- Climb up or down stairs
- Able to reach above or below shoulders
- Occasionally lift or move objects weighing up to 10 lbs.
- Sitting at a desk or in a vehicle for long periods of time to perform certain job functions
- Be able to read write and interpret written documents
- Be able to intervene with individuals engaged in combative or aggressive situations in an emergency.

EMPLOYER’S DISCLAIMER

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job- related instructions and to perform any other job-related duties requested by her/his supervisor.
- This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

EMPLOYEE CONFIRMATION:

I have received and read a copy of this job description.

Signature

Date

Printed Name