



Job Description

DEVELOPMENT COORDINATOR

Basic Functions

Provide key support to the Company's real estate development operations from project inception through predevelopment, construction closing, construction completion and lease-up.

Some of the consistent and core responsibilities associated with the Development Coordinator position are as follows:

PROJECT ORIGINATION

- Research and support for the Company's Originators in developing new deals for the pipeline
 - Zoning Research/Applications for Zoning Changes, Variances, Easements, Special Exceptions.
 - Utilities Research
 - Market Research
 - Land ownership research – plats, tax maps
- Assist with preparing applications for funding sources as needed including Low-Income Housing Tax Credits (LIHTC), local resources, Federal Home Loan Bank AHP, etc.
 - Preparing supportive services plans by working directly with supportive service agencies
 - Securing letters of support, etc.
- Assist with local approvals, presentations to the community and/or local partners
 - Secure proposals and manage third-party contractors required with applications – market study, preliminary architecture, survey, environmental, etc.
 - Assist the Principals and VPs with developing Letters of Intent to Purchase with input from PIRHL attorneys, managing Uniform Relocation Act notices and securing signatures on Letters of Intent with property sellers.

PRE-DEVELOPMENT/POST-AWARD

- Secure third-party proposals for architecture, civil/mechanical engineering, green building consultants, etc.
- Assist the Development Project Managers (DPMs) in managing third-party deliverables under contract – ensuring timeliness and compliance with the budget.
- Represent PIRHL at public hearings and trainings for various funding sources as requested.
- Assist PIRHL in developing and maintaining client relationships with nonprofit community development corporations, public housing authorities, faith-based housing alliances, community action agencies and other community developers.

- Assist DPMs with coordinating project design development including managing meetings with the design team, coordinating with utility, cable, phone, trash and other providers to design construction to accommodate system needs.
- Secure and manage checklists of due diligence required for various third-parties, lenders, funders and equity investors.
 - Identify and manage long-lead time items to prioritize
 - Review items for consistency/quality
 - Work with DPM to review items for submission to parties and to respond to various additional requests/questions.
- Manage the logistics associated with closing real estate transactions.
 - Gathering and reviewing invoices for the settlement statement and comparing to the budget/initial draw.
 - Securing signatures and distributing various documents to various parties as required

POST-AWARD/CONSTRUCTION

- Assist the DPM with submitting draws to funding sources as needed.
- Assist the DPM with monitoring/managing updates to the financial proforma
- Assist the DPM to organize regular check-in calls/meetings with PIRHL Contractors, PIRHL's Asset Manager, property management and local partners to ensure coordination
- Work with PIRHL contractors to establish permanent utility services, cable service, phone service, etc.
- Organize regular lease-up calls with property management and report progress/issues to the DPM/Director of Development
- Assist the DPM to organize a clear hand-off of the property to property management upon completion
- Assist with completing miscellaneous close-out processes:
 - Submission of LIHTC 8609 request
 - Delivery of furniture, fixtures and equipment to the property
 - Establish utility and other third-party services
 - Order and have permanent signage installed

OVERALL

- Each real estate development deal we do is different from the last. Funding partners change, PIRHL works in a variety of states and localities with different rules and processes. Flexibility is required, as there are many roles and responsibilities each of the PIRHL team members takes on that lie outside of the core duties in the job description.
- A strong, expressed desire to learn and grow within real estate development

Required Skills

- Highly organized with effective time-management skills
- Self-motivated/ proven ability to work independently
- Resourceful, with strong problem solving skills
- Excellent verbal and written communication skills, including an ability to maintain professionalism at all times.
- Proficiency with Microsoft Office Suite products
- Ability to juggle multiple projects and tasks at one time and to prioritize work to meet deadlines
- Proven experience working successfully in a collaborative team environment

- Flexibility with work hours (i.e. in order to meet deadlines)
- Enjoys taking on new challenges

Qualifications

- College degree required, Graduate degree in finance, business, law or urban planning a plus
- Affordable housing and/or real estate development and/or project management experience and/or training is a plus
- Demonstrated ability to lead
- Demonstrated experience working or interning successfully in a collaborative environment
- Demonstrated ability to juggle multiple priorities in a fast-paced, growing company
- Experience working with financial spreadsheets a plus

Interested candidates should submit a cover letter, resume and writing sample to Christine Robertson, Director of Development, crobertson@pirhl.com.