



JAIR LYNCH

REAL ESTATE PARTNERS

JOB DESCRIPTION

DEVELOPMENT ASSOCIATE

Jair Lynch Real Estate Partners (“JL” or “Jair Lynch”) is a Washington, DC based urban regeneration company that responsibly transforms urban markets into extraordinary places. The company is involved in real estate projects as an investor/developer as well as a real estate advisor/development manager to third party clients. Products include multifamily residential either for sale or rental, commercial and retail mixed-use projects.

Primary Function

A Development Associate at JL is responsible for assisting a Vice President of Development – and in certain instances a Construction Manager – with overall project execution on assigned projects. These projects may be for in-house JL sponsored investments or part of a fee service for third party clients. In either case, the Development Associate will assist in ensuring compliance with the project business plan and all aspects of the development process, as well as managing the execution of certain tasks as determined by the project’s Vice President of Development. Project execution will include due diligence, programming, design, entitlements, financing, construction, completion and opening, warranty and closeout. For sponsored investments, the Development Associate will also manage certain tasks of the expanded components of the business plan including, but not limited to, project underwriting, project positioning, marketing, sales and/or leasing oversight. The Development Associate will assist the Vice President of Development in managing and providing consistent understanding among internal and external team members as it relates to the project’s plan, execution strategy, budget and schedule status, as well as specific outstanding issues and accomplished success.

The Development Associate will typically work on three or four projects simultaneously. The Development Associate must be able to work in a fast-paced, multi-task environment, balancing competing priorities and multiple project assignments.

Duties & Responsibilities

Supporting the Vice President of Development on project management and business plan compliance, including the following:

- Assist with procurement of easements, entitlements, off-site agreements and permits.
- Support the selection, contracting and performance of the project team including, but not limited to, architects and engineers, counsel, expeditors, constructors, marketing and/or sales (if applicable) teams.
- Assist all design and construction efforts.



- Assist and document all regular periodic project operational performance reviews, including budget, schedule and project business plan compliance.
- Assist and document regular periodic project positioning reviews, including market analysis, product review, and latest industry trends.
- Manage comprehensive project data tracking as needed for reporting (i.e., construction starts/finishes, budgeting and coordinating with accounting team members to update pro forma and schedules).
- Facilitate flow of paperwork and information among project team members, customers, clients, vendors and investors.

For sponsored investments additional duties include:

- Assist and document efforts of Vice President of Development and Investment Manager in securing debt and equity for the project.
- Assist and document efforts of Vice President of Development and Investment Manager on closings for project-specific debt, equity, and other financing transactions.
- Assist and document brand/marketing meetings during construction/delivery period, including all necessary lease up preparations, including coordination of tenant improvements (if applicable).
- Assist and attend community meetings as requested by Vice President of Development.
- Assist Accounting Teams in providing necessary reports on project-level budget versus actual performance, as well as lender and investor draw submissions and other project-specific accounting support.
- Assist Vice President of Development in coordinating, with the Asset Manager, selection of the leasing and/or management team and management of weekly leasing meetings and tenant move-ins.
- Assist Vice President of Development in preparing and leading presentations and/or tours for investors and lenders.

Qualifications

- Bachelor's degree in a field related to real estate development (i.e., engineering, architecture, construction, finance, law or economics).
- Minimum of five (5) years of experience in real estate, construction, finance, development or investment related business.
- Ability to effectively multi-task under pressure, meet deadlines and deliver high quality work.
- Ability to move from broad strategic perspective to tactical implementation and translate thoughts into actionable plans.



- Strong project management, planning and organizational skills with the ability to both lead and participate in cross-organizational teams.
- Strong creative skills with the ability to innovate.
- High degree of demonstrated organizational skills and problem-solving ability, specifically the ability to access resources inside and outside of the company.
- Respect for details and the ability to execute at a high level with significant independence.
- Ability to prioritize and execute tasks to achieve both corporate and project goals.
- Collaborative approach and respectful relationship style – with stakeholders and residents of the neighborhoods where we work, as well as with clients, colleagues, consultants and other team members.
- Articulate communication skills – verbal, pictorial, numerical – as relevant to the development process.
- Strong business aptitude and common sense.
- Strong computer skills in Microsoft Outlook, Word, Excel, PowerPoint, Project; Timberline; Buildtopia; CAD; Prolog; and Access is a plus.
- LEED accreditation a plus.

Cultural Norms

In addition to the above criteria, JL expects all employees to contribute to a culture of excellence, exemplified by the following.

- Prepare and manage detailed project budgets and schedules.
- Manage cashflows per plan.
- Identify risks early and present well thought out corrective action plans.
- Put in all time needed to complete work.
- Focus on improving the product to improve the bottom line.
- Communicate clearly and frequently with colleagues on relevant information and how colleagues fit into your project schedules.
- Understand how daily work impacts key corporate performance indicators and profitability, prioritizing work accordingly.
- Manage resources efficiently.
- Identify necessary additional resources to achieve goals (including outsourcing).
- Request guidance and support from more senior team members when needed and offer guidance/support when needed.
- Track information needed to manage projects and use this information as basis for corporate and investment reporting.
- Constantly work to develop additional business opportunities.