

Development Associate

Job Scope:

Be an active member of the development team by facilitating the execution of Community Three's development projects, underwriting and analyzing new development opportunities, and supporting Community Three's executive and project teams in achieving the company's strategic initiatives.

Job Responsibilities:

- Support the development team in executing project-specific tasks to help streamline project execution and workflow efficiency
- Help the development team set project-related tasks, milestones, and meetings schedules during all phases of development (acquisitions, predevelopment, entitlements, construction, sales/lease up)
- Engage with and help oversee the workflow of architects, engineers, general contractors and other consultants and service providers to achieve project milestones
- Develop and maintain strong working relationships among all stakeholders in the development process, including government officials, community groups, public and private investment partners, land use attorneys, etc., and take an active role in preparing and presenting materials for public and internal meetings
- Track project budgets and tasks and prepare reports thereof for internal use
- Develop, maintain, and report on financial models for current and prospective development projects and perform due diligence
- Collaborate with the development team to develop and evaluate market data and corresponding scenarios for each development opportunity and/or project component
- Prepare investment memorandums for the executive team and project investors
- Research and summarize identified project constraints such as zoning and land use regulations: develop expertise in all relevant local regulations and trends
- Coordinate project-specific deliveries, installations, relationships, and efforts
- Identify project risks and help create strategies to offset them and achieve project goals
- Act as an ambassador with neighborhood and trade organizations
- Share in operational responsibilities to maintain and enhance corporate culture and efficiency

Technical Skills and Other:

- Bachelor's degree
- 3 to 5 years relevant commercial real estate experience
- Advanced proficiency in Microsoft Excel, Word, and PowerPoint
- Excellent interpersonal, analytical, and strategic problem-solving abilities
- Strong written and verbal communication skills
- Ability to work as part of an entrepreneurial team
- Ability to compellingly articulate ideas, arguments, and recommendations
- Ability to handle large volumes of work: good organizational skills, and ability to manage workflow, prioritize and meet deadlines

- Self-motivated and proactive with respect to managing deliverables and own professional development
- In addition to office, ability to work on site at development and construction sites and commute to wherever else needed

Compensation:

- Market competitive salary
- PTO self-directed – unlimited correlated with personal responsibility to the position
- After 180 days of employment, enrollment in the Company's Corporate Success Program (similar to a profit sharing program) and Project Partner Participation Program

Send resumes to info@dcbia.org. Resumes will be forwarded to Community Three and copied to you.