



## Job Posting Real Estate Development Assistant

### *About JCHA and our Development Team*

The Jefferson County Housing Authority (JCHA) was incorporated in 1975 to serve the mission of **creating vibrant, stable communities in areas of opportunity, via bold and strategic initiatives and to provide families and individuals with housing options driven by compassion and respect throughout Jefferson County, Colorado.** Jefferson County lies just to the west of the City and County of Denver and is part of the 7-county Denver metro area. At 773 square miles, Jefferson County includes a diversity of communities and residents, from Denver suburbs to the Rocky Mountain foothills. JCHA works in both incorporated and unincorporated areas of Jefferson County.

**JCHA owns and manages over 1200 affordable units throughout Jefferson County, and has an active multifamily development pipeline.** Over the past several years, JCHA's development activities have grown rapidly. As of December 2019, JCHA is actively managing five developments in various stages of entitlements, financing and construction. JCHA's development team includes a Director of Development and a Construction Manager.

### *Job Description*

**We are seeking a Development Assistant** who can hit the ground running to support all facets of the development process. Specifically, **the Development Assistant's responsibilities will include assisting the Director of Development and the Construction Manager with:**

- Preparing applications for competitive and non-competitive Low-Income Housing Tax Credits (LIHTC), including coordinating third party reports (survey, market study, etc.), coordinating with architect and GC teams, updating financial models, and gathering and preparing a wide variety of application items
- Tracking and completing construction and permanent lender and LIHTC investor due diligence processes
- Tracking drafting and execution of legal documents related to financial closings, including Limited Partnership Agreements (LPAs), loan documents, soft funding documents and real estate documents
- Reviewing transaction documents for, and creating internal communication tools around, developer/owner/property manager responsibilities

- Tracking and assisting with resolution of design issues throughout the stages of the design/pre-construction process
- Tracking and assisting with resolution of construction change orders, RFIs, and submittals
- Coding and processing development-related invoices in accordance with development budgets
- Conducting research and coordinating due diligence related to potential acquisitions
- Conducting research and organizing key property documents related to JCHA's existing portfolio
- Maintaining appropriate records of all activities
- Level of responsibility may vary depending on experience of the candidate; this role may be required to perform other duties as assigned.

**Successful applicants will have:**

- Some experience with real estate transactions **or** some experience with architecture/construction **or** at least two years' post-secondary education in urban planning, architecture, real estate, construction management, or a related discipline; a combination of relevant experience and education may substitute for the above requirements
- Ability to take ownership of assigned tasks and independently manage tasks to resolution
- Ability to understand, and to seek explanation of, complex written instructions, legal documents, and government regulations
- Ability to collaborate successfully with a wide variety of internal and external partners
- Excellent computer skills, including MS Office, Adobe Acrobat, and advanced proficiency with Excel and online research
- Excellent verbal, written and interpersonal communication and organizational skills

**Job Conditions:**

- Full-time position or part-time internship with possibility of converting to full-time position
- Requires occasional evening and/or weekend hours
- Requires ability to walk construction sites
- Requires use of personal vehicle, must have liability insurance and valid driver's license
- Must be able to lift 30 pounds and climb multiple flights of stairs.

**To Apply:** Please submit a resume and cover letter by email to Julie Stern, Director of Development, at [jstern@jcha.org](mailto:jstern@jcha.org) no later than Friday, February 14, at 4:00 p.m. Mountain time.