



Development Associate

Summary

The ReBUILD Metro specializes in acquiring, rehabilitating, and redeveloping scattered site abandoned properties and vacant lots in Baltimore City with the goal of restoring and preserving communities. RBM redevelops properties with the guidance of goals expressed by our community partners.

The Development Associate will work with two or more Development Managers who are each responsible for two to three developments in various stages. The Associate will support these team members, taking direction from them and assisting them throughout all phases of development including planning, community engagement, design, entitlements, financing and closing to achieve successful completion, lease-up or sale. Other responsibilities will include preparing responses to requests for proposals (RFPs), bids and other solicitations, and reporting. The Associate is expected to work effectively with internal and third-party members of a development team including architects and engineers, attorneys, construction managers, property managers and real estate agents.

Duties and Responsibilities:

- Prepare pro forma development budgets and property operating budgets under the direction of a Development Manager.
- Conduct research and market analysis related to new business opportunities, acquisitions, and development.
- Prepare pro forma financial analysis of properties for development or acquisition/ redevelopment as applicable.
- Refine and update budgets throughout the development process.
- Solicit consulting proposals for due diligence services and summarize/ evaluate the responses.
- Attend site visits to properties being considered for acquisition. Assist the Development Manager with due diligence including preparing comparable property reports, cost analysis and review of third-party due diligence reports.
- Organize proposals and contracts for multiple projects.
- Assist with entering and tracking contracts in project management software.
- Prepare and review cost-to-complete reports.
- Assist and coordinate other ReBUILD Metro functions including design/construction management, property management and sales throughout the development and construction process.
- Assist with the preparation of debt and equity financing applications.
- Support the team in closing debt and equity financing. Assist with the collection and distribution of construction and financing documents, and due diligence documents required by lenders and investors in connection with refinancing and/or financial closing. Manage the closing checklist(s).

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- Attend construction progress meeting.
- Analyze progress against development schedules and update schedules as needed.
- Prepare internal and external development reports.
- Support community development planning efforts working closely with the team, community residents and partners.
- Assist with preparing presentations for meetings with residents, other critical stakeholders, and government officials.
- Assist in obtaining building permits and other public approvals.
- Maintain a working knowledge of financing sources commonly used for affordable and workforce housing developments as well as the general state of the capital markets.
- Assist development and senior staff with special projects.
- Perform other duties as assigned.

Qualifications:

- Bachelor's degree in Real Estate, Business, Finance, or related field; or any combination of education and experience.
- One to three years of related work experience.
- Proficient computer skills in MS Word and Excel including experience with financial analysis using Excel or similar spreadsheet program is required. Experience with YARDI software and project management software are a plus.
- Strong communication skills with ability to clearly express ideas, thoughts, and concepts verbally and in writing. Excellent grammar, editing and proofreading skills.
- Experience conducting research and analysis.
- High degree of initiative with ability to seek out relevant information. Ability to work proactively, solve problems, and take responsibility for moving tasks forward.
- Strong organizational skills and ability to coordinate and prioritize tasks and meet deadlines.
- Ability to work some evening and weekend hours as needed.
- Ability to work in a hybrid environment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Occasionally required to stand
- Occasionally required to walk
- Continually required to sit
- Continually required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Frequently required to talk or hear
- Frequently utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- While performing the duties of this job, the noise level in the work environment is usually quiet
- Specific vision abilities required by this job include: Close vision; Distance vision; Color vision
- Occasionally required to lift/push/carry items less than 25 pounds
- Additional remarks regarding work environment This role routinely uses standard office equipment such as computers, calculator, telephones, photocopiers, filing cabinets and fax machines. Must be able to work in open space office environment

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SALARY & BENEFITS:

ReBuild Metro provides a comprehensive benefits package including Medical, Dental, Vision, Life Insurance, 401(k) with company match, eleven (11) paid holidays and Paid Time Off (PTO).

HOW TO APPLY:

Submit resume and cover letter to: recruitment@rebuildmetro.com