



Position: Development Associate

ReBUILD Metro

Location: Baltimore, MD

Reports to: Chief Real Estate Officer

FLSA Status: Full-time, Exempt

About ReBUILD Metro

ReBUILD Metro is a nonprofit real estate developer leading long-term, community-driven revitalization in Baltimore. Through partnerships with residents, mission-aligned investors, and public and private stakeholders, ReBUILD Metro restores homes, strengthens blocks, and renews neighborhoods once considered too distressed to save.

The next phases of ReBUILD Metro's work will focus on completing the work in the original East Baltimore footprint and scaling its operations to address the City and State's \$3 billion Baltimore Vacants Reinvestment Initiative (BVRI).

Position Overview

The Development Associate is an entry-level role for someone interested in real estate development, affordable housing, and community revitalization. This position provides hands-on exposure to the full real estate development lifecycle, including acquisition, financing, construction, and disposition.

Working closely and collaboratively with Development Managers and other key staff, the Development Associate will support project coordination, research, documentation, and reporting. This position supports multiple individuals and projects at various stages of the development process. The Development Associate works primarily in-person at the ReBUILD Metro offices in Baltimore.

Key Responsibilities

- Assist in creating and maintaining organized project files and documentation
- Track project milestones, budgets, contracts, and key deadlines using project management tools
- Support team members in day-to-day coordination across multiple development projects
- Assist with property acquisition due diligence (e.g., research, document collection, tracking)
- Support preparation of Requests for Proposals (RFPs) and contractor/vendor bid processes
- Help track permits, approvals, and regulatory requirements
- Attend project and construction meetings and document key updates
- Facilitate documentation and payment of construction draws
- Help prepare basic financial summaries and cost reports
- Conduct research on properties, neighborhoods, zoning, and market conditions, and support analysis for new development opportunities

- Assist in assembling materials for loan applications, grants, and investor reporting
- Help organize and track closing checklists and required documentation
- Assist in preparing reports for internal teams, funders, and other stakeholders
- Support creation of presentations for community meetings and partners
- Provide administrative and project support to Development staff
- Participate in special projects and other duties as assigned

Qualifications

- Bachelor's degree required in Real Estate, Business, Urban Planning, Public Policy, Finance, Public Administration, Law, or related field required.
- Internship or coursework related to real estate, construction, finance, or community development preferred but not required.
- Exposure to affordable housing, community development, or construction preferred.
- Computer skills required: Microsoft Suite of Applications, including Microsoft Excel, Microsoft Word, Outlook, PowerPoint, and Publisher software. Experience with project management or database tools preferred.

Recruitment Process

- For consideration, please send resume, salary requirements, and cover letter to recruitment@rebuildmetro.com.
- ReBUILD Metro offers a comprehensive benefits package including medical, dental, vision, life insurance, short and long-term disability, paid time off (PTO), and employer match 401(k) plan.
- Salary range is \$55,000 to \$65,000 commensurate with experience.
- ReBUILD Metro is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, age, genetic information, or pregnancy, or any other characteristic protected by law.