



**Development Coordinator
(Ohio and New Jersey)**
Full-time

Founded in 2004, PIRHL is a full-service, developer, general contractor and owner of affordable and workforce housing. PIRHL's approach leverages deep expertise in acquisitions and asset management, development and construction with strategic financial and local partnerships. To date, PIRHL has developed 60 properties, 6000 units of real estate (including both new and renovation), serving the Midwest, Mid-Atlantic, Northeast and Southeast regions of the U.S.

PIRHL's Mission: We bend the forces of the universe to create transformational, affordable and sustainable communities that help stabilize the lives of our residents.

Position Overview:

The Development Coordinator (DC) provides key support to PIRHL's real estate development operation from originations support, to project award through predevelopment, construction closing, construction completion and lease-up through conversion. Upstream, the DC provides critical analytical support to the originations staff through data-driven analysis of the competitive landscape, as well as through research on market conditions, geographic searches, municipal codes and plans, parcel data, etc. Once a project is identified and funded, the DC supports the project management staff with all manner of due diligence and financial underwriting along the critical path to closing, through construction, until the project reaches its operational phase.

Core Responsibilities:

1. Support the Vice President of Development (VPD) in all due diligence activities relating to development opportunities, including analyzing potential sites, market analysis, financial underwriting, schematic design and engineering, etc.
2. Study municipal housing and development plans, planning studies, utility mapping, zoning maps & codes and the processes and procedures for entitling all real estate to support the VPD's intended use.
3. Research and understand all the rules and regulations that govern the allocation of both competitive and non-competitive tax credits from various state housing finance agencies, as assigned.
4. Become knowledgeable with the federal, state and local policies and legislation which affect the funding sources that are critical to our industry and business.
5. Support the internal team in preparing various applications to state housing finance agencies, HUD and other municipal and regional funding sources.
6. Assist the Development Project Manager (DPM) in pre-construction with tasks along the critical path of development, including taking meeting minutes, researching various capital budget and operating budget line items, applying for permits, contracting for third-party proposals.
7. Assist the DPM in coordinating with all professionals during pre-construction, such as the client, general contractor, architect, engineers, appraiser, financial partners, municipal partner, environmental specialist, title company, attorney, property manager, etc.
8. Help the DPM manage communication and provide quality control for multiple checklists tied to financial closings.

9. Work with DPM through the construction phase; communicate with construction, finance and accounting and asset management departments to assist the DPM with smooth execution through construction.
10. Execute on tasks as assigned by DPM, through construction lease up, project stabilization and project conversion to permanent financing.

Qualifications:

- Bachelor's degree with a focus in real estate, finance, engineering or related field preferred
- 3+ years direct work experience in affordable housing development and/or large-scale multifamily development is preferred
- A strong, expressed desire to learn and grow within the real estate development industry
- Strong organizational and time management skills
- Self-motivated with the ability to work independently
- Real estate development, project management, grant writing and financial modeling experience preferred
- Proven ability to effectively manage multiple projects simultaneously and to meet required deadlines
- Must be able to thrive in a highly collaborative entrepreneurial environment
- Strong oral and written communication skills; strong presentation and process management skills
- Ability to travel periodically throughout the assigned region

TO APPLY

Please send a cover letter, resume, and three (3) professional references to:

Human Resources

800 W. St. Clair Avenue / 4th Floor

Cleveland, OH 44113

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No phone calls, please.

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