Development Coordinator- Ohio
Full-time

PIRHL’s mission is: we bend the forces of the universe to create transformational, affordable and sustainable communities that help stabilize the lives of our residents. Since 2005, the firm has developed 51 properties which include 4,600 multifamily units of affordable and workforce housing in the Midwest, Mid-Atlantic, Northeast and Southeast.

Position Overview
The Development Coordinator will provide key support to PIRHL’s real estate development operations team from project inception through pre-development, construction closing, construction completion and lease-up.

Core Responsibilities:

1. Provide technical and administrative support and assistance to the Vice Presidents of Development (VPDs) in the pursuit of the acquisition and development of affordable, multi-family projects.

2. Manage application processing and acquisition activities that align with the funding allocation plans as well as other RFQs, or applications for other local/state funding sources. Tasks include but are not limited to preparing supportive services plans by working directly with supportive service agencies, securing letters of support, writing narratives, creating maps, coordinating architectural submissions, and coordinating with partner and management entity application deliverables.

3. Assist VPDs in securing local approvals and preparing presentations to the community and/or local partners.

4. Assist in acquiring due diligence items on sites including necessary fees, permitting costs and requirements, utility operating costs, and preparation of all necessary reporting.

5. Collect bid proposals in detailed specificity from all third-party professionals such as building system engineers, environmental engineers, lawyers, surveyors, geotechnical engineers and coordinate on-site visits.

6. Assist VPD and Development Project Managers (DPMs) in coordinating project development processes with the PIRHL construction team.

7. Assist VPD in underwriting projects for internal investment committee meeting approvals, investors, and lenders as necessary.

8. Secure third-party proposals for architecture, civil/mechanical engineering, green building consultants and others.

9. Assist DPMs in coordinating and managing deliverables from the design and development team.

10. Secure and manage due diligence checklists required for various third-parties, lenders, funders and equity investors.

11. Manage the logistics associated with closing real estate transactions.

12. Assist the DPM with submitting draws to funding sources, monitoring/managing updates to financial pro forma, and organizing regular check-in calls/meetings with different parties within the project development team.

13. Work with PIRHL contractors to establish permanent utility services, cable service, phone service and others.

14. Assist the DPM with organizing a clear hand-off of property management upon construction completion.
Qualifications:

- College degree required. Graduate degree in Finance, Business, Law or Urban Planning a plus.
- 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.
- Demonstrated ability to lead and manage through complex projects and deadlines.
- Strong organizational and time management skills.
- Self-motivated with ability to work independently.
- Real estate development, project management, grant writing, and financial modeling experience is preferred.
- Proven ability to effectively manage multiple projects simultaneously and to meet required deadlines.
- Strong oral and written communication skills; strong presentation and process management skills.
- Must be able to thrive in a highly collaborative, entrepreneurial environment.
- Proficiency with Microsoft Office Suite products, especially Excel.
- Ability to work a flexible schedule.

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
dshaffer@pirhl.com
No phone calls, please.

Job Posting Number: P18D16
Posting Date: October 5, 2018