



Real Estate Development Associate
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The Seattle Chinatown International District Preservation and Development Authority (SCIDpda), a 50-year-old community development organization, serves one of the city's most diverse neighborhoods. Its mission is to preserve, promote, and develop the Chinatown International District (CID) as a vibrant community and unique ethnic neighborhood. SCIDpda has been recognized locally and nationally for its innovation in three program areas: property operations, real estate development, and community economic development and engagement. SCIDpda currently has 50 culturally competent staff, many whom speak a language other than English, which enables them to interact with our community. Our staff have a deep love for the Chinatown International District, and understand the importance of our organization in serving the district.

**Reports to:** Senior Real Estate Development Manager

**FLSA Status:** Exempt

**Annual Salary:** \$58,000 - \$60,000

**How to Apply:** Please submit your resume and cover letter on Indeed or to Julia Feng at [Juliaf@scidpda.org](mailto:Juliaf@scidpda.org).

### General Nature & Scope

The Real Estate Development Associate reports to the Senior Real Estate Development Manager. SCIDpda seeks an Associate to support the Real Estate Development team on multiple community development projects in all aspects of project development from feasibility analysis, acquisition, pre-development, funding applications, legal due diligence, project team selection, loan closings, documentation management, construction management, lease-up support, project close-out, and other relevant tasks requested.

### Essential Duties and Responsibilities

- **Project Feasibility and Funding Source Development**
  - Provides research and due diligence on project concept development, funding sources, and site acquisition;
  - Assists in acquisition of properties from purchase agreement to acquisition closing;
  - Provides research and support to developers for project budgets;
  - Assists in preparing clear and effective drafts of private and public funding applications;
  - Participates in and coordinates selection of architect, general contractor, and other consultants;
  - Assists in researching and coordinating information required for construction-related documents, including permits and utility applications;
  - Supports in the building design process with architects, including sustainability requirements (e.g. Evergreen Sustainable Design Standard);
  - Assists with financial closings of construction and permanent loans, including assembling required materials for funders;
  - Completes archiving of project files, with clear file organization and structure;
  - Communicates tasks and deadlines regularly to funders, internal organizational teams, and other project stakeholders.

- **Construction Management, Lease Up, and Close Out**
  - Supports developers in assembling monthly funding disbursement requests to funders during construction, including organizing invoices and updating project budgets;
  - Assists in tracking ongoing project documentation and timely communications among the architect and general contractor, including immediate and urgent requests that arise during construction (i.e. submittals, RFIs, COPs, change orders, etc.);
  - Participates in regular construction meetings to help ensure flow of communication throughout the construction process;
  - Maintain accurate and functional filing system for all construction process documents including draws, change orders, meeting minutes, etc.;
  - Supports Property Operations and Marketing/Leasing Teams with (pre)leasing activities.
  
- **External and Internal Development**
  - Supports team development activities to improve SCIDpda performance and environment;
  - Understands and supports SCIDpda’s mission, goals, and values;
  - Shows willingness to take on additional projects and tasks as needed;
  - Demonstrates a commitment to development within a “community context;”
  - Perform other duties as assigned.

**Supervisory Responsibilities: None**

**Preferred (but not required) Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- BA degree, certificate or related work experience in finance, construction management, public administration, planning, architecture, real estate, or related field (related work experience may be substituted);
- Desire to learn and grow in affordable housing/community development;
- Strong financial acumen and ability to manage multiple tasks simultaneously;
- Proficient in MS Word, Excel, PowerPoint;
- Demonstrated ability working as a team member;
- Excellent oral and written communication skills;
- Experience working collaboratively in diverse groups;
- Commitment to the mission and goals of the organization;
- Knowledge of governmental regulations, practices and reporting requirements related to affordable housing, community development, or related fields;
- Familiarity with/connection to Seattle neighborhoods;
- Candidates with experience living in affordable housing or who identify with disadvantaged backgrounds are encouraged to apply.

**Physical Demands / Working Conditions:** The physical demands here are representative of those that must be met by an employee in a business office environment to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Work is generally performed in an office environment with a low noise volume with occasional visits to active construction sites, While performing the duties of this job, the employee is frequently required to read, speak, stand, walk, sit and use a computer keyboard and monitor
- Position may require occasional travel
- Hybrid Working schedule (ie Work from Home and in the office).

**Benefits:**

- Employer paid Medical, Dental, and Vision Insurance
- Employer paid Group Life/Disability Insurance
- Retirement Plan
- PTO
- FSA
- Bonus
- Possibility of Hybrid Work Environment

This position description generally describes the principle functions of the position, the level of knowledge and skills typically required and the general scope of responsibility. It is not intended as a complete list of specific duties and responsibilities and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relieve other employees, to equalize peak work periods or otherwise to balance the workload as needed.

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Employee

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Date