



Real Estate Development Associate

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: Director of Real Estate

FLSA Status: Exempt, regular full time

Salary range: 70K to 75K per year

General Nature & Scope

The Real Estate Development Associate reports to the Director of Real Estate. 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**
 - 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 the department in assembling monthly funding disbursement requests to funders during construction, including organizing invoices and updating project budgets;
 - 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;
 - Assists in tracking and submitting required documentation for capital contributions, retention releases, and permanent loan conversion.
- **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.”

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
- Hybrid work structure – working 2 to 3 days a week in the office and the remainder from home
- Position requires local travel and occasional regional travel

Benefits (according to working hours):

- Employer paid Medical, Dental and Vision Insurance
- Employer paid Group Life and Disability Insurance
- Retirement Plan
- Generous PTO Package
- Cell phone stipend (Optional)
- FSA
- Bonus
- Flexible Working Schedule, Hybrid Opportunity

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 o relieve other employees, to equalize peak work periods or otherwise to balance the workload as needed.

Employee

Date