

# Development Coordinator

**REPORTS TO:** Director of Real Estate

**YOU:** Do you have a keen eye for the details, love having the ability to control processes, manage checklist, and keeping your team on track to meet deadlines? Would you like to do just that for an organization whose mission is to leverage the power of affordable housing to change lives and improve communities? If you're thinking yes, this position just might be perfect for you! No Real Estate Development experience is required but basic Real Estate knowledge is helpful.

## **SCOPE:**

Development Coordinator will report to the Director of Real Estate and work collaboratively with the Project Managers in the Development Department to successfully manage development activities on commercial, single family and or multifamily construction projects. On selected projects, CHN will be the Developer, Owner and Property Manager. On other projects CHN will be the Developer acting on behalf of an Owner who hires a Property Manager (which may or may not be a CHN affiliate). In this role, the Development Coordinator will work to help move projects through the development process.

The Development Coordinator will oversee specific parts of development such as Relocation of existing residents in units we are renovating and managing the projects through the Green Communities process. They will support the Project Manager's in the Development Department through assisting on applications, closings, draw coordination, managing 3rd party consultants, closing out projects with funders, and other duties as are helpful.

The position must facilitate positive relationships with other CHN departments, outside agencies, and the community to ensure successful project coordination.

## **Qualifications:**

- Knowledge of LIHTC program and real estate development through 1-2 years of experience.
- Associate or advanced College Degree in planning, real estate, or related field.
- Strong computer skills, including knowledge of MS Office, Adobe and Excel.
- Ability to take initiative and improve efficiency of work responsibilities.
- Detail oriented person able to prioritize workload.
- Ability to read and interpret construction plans, specs, contracts, proposals, estimates, and other regularly encountered items required.
- Must have valid driver's license, current automobile insurance, and access to a car. This position requires occasional travel to locations principally in Cuyahoga County but can include locations within a 2 hour drive of Greater Cleveland

## **Duties and Responsibilities:**

### **LIHTC Applications**

- Coordination of materials
  - Build and maintain application files on server
  - Build application binders
  - Prepare application documents and CD's for transmittal
  - Ship and verify delivery
- Build task log and track tasks and progress
- Monitor updates from State Finance Agencies
- Obtain Letters of Support from Elected Officials
- Determine who should be given Public Notice Letters; Transmit and track
- Coordinate/ Contract with Market Study Analysts, Environmental Study Providers
  - Evaluate reports for noted/ common concerns
- Coordinate with City, County Landbanks, CDC's to acquire properties for development
- Create maps for positive land uses and other OHFA requirements
- Coordinate narratives, letters and documents for signatures;

- Gather Owner documents (org charts, financials, etc.)
- DevCo input and evaluation

### **Project Management – Construction Phase**

- Submit and monitor tax abatement applications

### **Relocation**

- Draft Relocation Timeline/ Schedule/ Matrix
- Draft/ Coordinate Tenant Relocation Notices
- Schedule/ Coordinate Unit Inspections
  - DSS & HQS
- Coordinate with Construction Scheduling
- Facilitate Relocation Meetings with Owner, Developer, Contractor

### **Enterprise Green Communities**

- Prepare preliminary checklist (prior to schematic design/ Applications)
- Procure, evaluate and coordinate proposals from consultants
- Track waiver requests and PreBuild submission
- Collect and coordinate submittals for final submission
- Post-Build Documentation submittal (SVGH & Hough)
- Coordinate with Property Management on resident/ property management document requirements
- Track final certification

### **Support Project Managers in overseeing projects:**

- Solicit proposals and manage 3<sup>rd</sup> party development related consultants (i.e. surveyor, environmental, testing and inspections, etc.).
- Assist PM's as needed on closings. Items to include loading up checklist items such as site control, environmental, etc.
- Assist PM's as needed in draw coordination including assembling attachments and submitting.
- Assist PM's in closing out projects with funders including assembling the 8609 binders and other items as needed.
- Assist PM's with other duties as are helpful.

### **Development Department – Misc.**

- Prepare project files for off-site storage
- Clean up binders
- Organize current project files
- Order supplies
- Coordinate PM and Department schedules as needed
- Ad-hoc as needed

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