



COMMUNITY
HOUSING PARTNERS

Multifamily Development Associate

Community Housing Partners is pleased to announce an opportunity for a Multifamily Development Associate to assist with daily development activities which result in successful completion of new affordable multifamily housing and the preservation of existing affordable multifamily housing projects. The MDA will work collaboratively with other Development staff to help create successful outcomes as projects move through the Development process, while gaining experience in the field of multifamily housing development.

Tasks that the MDA will assist with on a daily basis will include

- Help coordinate and communicate with all other divisions of CHP regarding affordable housing transactions and other company business and procedures
- Assist Development Team and CHP leadership in evaluation/pursuit of new development opportunities
- Assist with project management duties to ensure successful development of assigned real estate projects
- Assist in legal document review for real estate/partnership closings and ensure closings occur on- schedule
- Assist with preparation of cost and operating pro formas for potential acquisitions, rehabilitation, and new construction projects, as well as a variety of other transactions
- Help prepare applications for permanent and construction financing, tax credits, grants, and loans
- Attend training events and travel, when necessary, to attend such functions
- Run Errands and place phone calls as necessary to coordinate projects and pick up/deliver documents to various agencies

The successful associate candidate will possess a Bachelor's degree in business, real-estate development, or other related field preferred, and should have experience in housing, finance, real estate, planning or other related field. Must possess knowledge of affordable housing financing programs such as HOME, Low Income Housing Tax Credits, Federal and State Historic Tax Credits, bonds, Federal Home Loan Bank products, etc. and experience with developing successful funding applications. Must be able to successfully interact with internal/external customers and partners either in-person or by phone. Must be proficient using Microsoft Office in order to interpret and input numbers in complex budget spreadsheets, proof legal documents, and communicate successfully via email.

This exciting opportunity provides excellent pay and benefits including health/dental/life/disability insurances, 403(b) retirement plan, flex spending, and generous paid leave. To apply, please complete the online application at www.communityhousingpartners.org/jobs and attach resume and cover letter. CHP is an Equal Opportunity Employer