DEVELOPMENT AND CONSTRUCTION COORDINATOR

Homes for America (HFA) based in Annapolis, Maryland, is a 501 (c) (3) nonprofit organization which develops and owns affordable housing in the mid-Atlantic states of Maryland, Pennsylvania, Delaware and Virginia. HFA’s mission is to create and preserve affordable housing enhanced with services for low and moderate income families, seniors and persons with special needs. The organization had developed 75 communities consisting of approximately 6,000 apartments, with an additional seven (7) rental communities with 600 apartments under construction or in development.

HFA is seeking a highly organized individual with a strong interest in working in the affordable housing industry. The individual will be responsible for:

* Assisting with the management and coordination of the design and construction of 5-10 projects annually
* Researching local requirements, fees, and processes related to site plan approval, building permits, etc. and ensuring compliance with all requirements
* Submitting requests for permits and other local approvals as needed
* Obtaining and preparing documentation for applications for financing
* Ordering third party reports for assigned developments
* Managing checklists of required documentation for funding applications, loan commitments and project closings
* Participating in regular development team meetings, lender closing calls, and construction/design meetings.

The position reports to the Senior Vice President of Design and Construction and receives guidance from all members of the development division.

Qualifications include:

* B.A. or B.S. degree from an accredited university or four years working in a comparable position with another real estate company, bank or housing agency.
* Competency with Microsoft Excel and Word skills, as well as a proficiency in learning and using other technical software
* High degree of organizational skills
* Ability to work independently, prioritize responsibilities and complete tasks in a timely manner
* Desire to learn and grow within the affordable housing industry and asset management field
* A commitment to HFA’s mission and public purpose

HFA has competitive salaries, excellent benefits and an incentive compensation program with offices overlooking the Annapolis Harbor. This is an entry level position with multiple career path options within the organization

Email cover letter with salary requirements and resume to Kenyaetta Bush at [Kenyaetta@homesforamerica.org](mailto:Kenyaetta@homesforamerica.org).

HFA is an equal opportunity employer.