



Working to make homes affordable in the City of Alexandria

Real Estate Associate

Alexandria Housing Development Corporation (AHDC) is a non-profit housing developer, incorporated in 2004 which develops and operates affordable housing properties located within the City of Alexandria, Virginia. AHDC currently owns 184 units among five properties. In 2018, AHDC began development of two new projects that will total 171 units, and the renovation of an existing 44-unit apartment complex. AHDC's primary goal is to create and sustain safe, high-quality housing for income-eligible households so they can thrive in the City of Alexandria.

Purpose of Position:

The Real Estate Associate will work with our real estate team and assist in current project development, asset management, and long term real estate development planning.

Major Areas of Accountability:

- Assist development team with tasks necessary to acquire, finance, determine project feasibility, construct, and rent up and market new construction and acquisition rehabilitation affordable housing projects
- Assist in the completion of applications for financing for affordable projects including LIHTC, Virginia State Housing Trust, tax exempt bond, and City of Alexandria Housing Opportunities Fund
- Assist the real estate team with the submission of necessary due diligence items for project financing, real estate acquisition, project entitlements, and other government approvals
- Attend project management and construction meetings as necessary
- Assist in the real estate team in the transition of projects from construction to operations
- Support the development team with data and analysis pertaining to potential acquisition opportunities, City of Alexandria existing affordable housing stock, and City of Alexandria small area plans and zoning categories
- As needed, attend night and/or weekend meetings to obtain project approvals.
- Keep track of application submission dates for the various financing sources as well as the regulatory changes to the various funding sources
- Other duties as assigned by AHDC Vice President of Real Estate

- **Level of Education, Experience and Skill Set:**
- BS/BA in Urban Planning, Real Estate, Business or other relevant discipline;
- Well organized, detail oriented, and excellent analytical skills;
- Demonstrated experience analyzing local plans, zoning ordinances, and census data;
- Two or more years' experience in related fields
- Familiarity with affordable housing
- Proven ability to create financial models is a plus
- Skilled at performing multiple tasks simultaneously
- Strong organizational ability
- Strong written and oral communication ability
- Job includes some evening and weekend hours.

Salary and Benefits

Commensurate with experience. AHDC has a benefit package that includes medical, dental, vision insurance, and paid time off

Equal Opportunity Employment

It is the policy of Alexandria Housing Development Corporation that it will operate and conduct business based on merit, qualifications, and competence and employment decisions shall be made without regard to race, color, national origin, sex, age, disability, marital status, sexual orientation, Vietnam-era veteran or special disabled veteran status, genetic information including family medical history, victims of domestic violence, or other status in accordance with applicable federal laws, as well as the state and local laws governing nondiscrimination in employment in each location in which AHDC has offices.

How to apply

Please submit resume and cover letter that details salary requirements to resumes@housingalexandria.org. Resumes that do not include a cover letter with salary requirements will not be considered for the position.