



Affordable Housing Developer

Joseph Browne Development Associates (JBDA) is a small affordable housing development and consulting firm made up of two industry veterans, Gerry Joseph and Paul Browne, who are now seeking to hire an affordable housing developer to augment our team to assist with our growing practice. While strong familiarity with affordable housing is a threshold requirement, we are excited by the prospect of either working alongside a strong, experienced, project manager or helping someone grow into the job.

The Developer will work directly with Gerry and Paul on a diverse range of development projects. The Developer will be responsible for tasks throughout the deal lifecycle. We expect the Developer to be a self-starter and to be able to work effectively with a variety of stakeholders and clients. We do what it takes to get the deal done, and are looking for a Developer who has a demonstrated ability to operate in a fluid and lean organization and a willingness to take on new challenges. We will offer competitive pay and benefits.

Responsibilities include but are not limited to:

- Monitor completion of tasks by professional members of the development team (including architects, engineers, general contractors, attorneys, surveyors, appraisers, consultants, etc.)
- Prepare and analyze project financial models in MS Excel
- Prepare financing applications, project proposals and reports
- Communicate and present on behalf of JBDA and its clients to lenders, investors, and public agencies
- Assist in the review of loan, equity, and regulatory documents
- Monitor and verify the flow of funds on specific projects (invoice approval, requisition approval, etc.)
- Organize, document, and distribute due diligence materials during the project acquisition and financial closing processes
- Provide ad hoc support to the principals as needed

Minimum Qualifications:

- Bachelor's degree
- At least two years of experience in the field of affordable housing development
- Familiarity with the financing tools for affordable housing
- A high degree of proficiency with MS Excel; experience with financial modeling of affordable rental housing preferred
- Excellent written and verbal communication skills
- Ability to manage multiple tasks, deadlines and priorities
- Attention to detail, ability to work autonomously

To apply, send your resume and cover letter, including your compensation expectations, to paul@joseph-browne.com