



ASSISTANT DEVELOPMENT MANAGER JOB DESCRIPTION

About Northern Real Estate Urban Ventures, LLC

We are a full-service real estate development company who is a leading provider of real estate finance and development services for affordable housing, single-family homes, retail and commercial facilities. NREUV has developed over 7500 units valued at \$2B. NREUV performs development services across the country and currently have projects in Virginia, MD, OH and Washington, DC.

GENERAL RESPONSIBILITIES

To assist all staff in the delivery of quality technical, project management and real estate advisory services. To assist all staff in providing Development Management services to Client and for the Company's Own account. To utilize technology including Word, PowerPoint, publisher and excel in the delivery of Company's work product. To show initiative, diligence, accountability and follow-thru in one's work performance.

BUSINESS DEVELOPMENT

- Responsible for successful coordination, completion and submittal of all Requests For Proposals.
- Prepare request for proposals including, but not limited to:
- Coordinate with all team members and review submission for accuracy and completeness.
- Prepare RFP template.
- Write, edit and revise all documents as needed.
- Deliver to appropriate agency.
- Review all of Principal's work for accuracy and completeness.
- Attend business development meetings as required.

PROJECT DEVELOPMENT

- Assist and Prepare Development Plans including, but not limited to:
- Preparation of Project Schedule.
- Preparation of Project Proforma.
- Preparation of Project Description.
- Preparation of Market Analysis.



- Preparation of Construction Budgets.
- Assist in providing research and documentation in the delivery of project development.
- Assist in performing site visits.
- Assist in preparing project underwriting binders.
- Assist in preparing financing applications
- Assist in performing development feasibility studies, including taking photographs, creating written project documents, producing proformas and analyzing sites for potential development opportunities.
- Review all of Principal's work for accuracy and completeness.

REAL ESTATE ADVISORY SERVICES

- Assist and Prepare research, client work product, project plans, project guidelines, community benefit plans, project-based analyses in excel or word formats.
- Responsible for analyzing and synthesizing data related to project studies.
- Responsible for successful coordination, completion and submission of financing applications.
- Review all of Principal's work for accuracy and completeness.

PROJECT IMPLEMENTATION

- Assist in delivering project, development and construction management services to the Company's clients, this includes but is not limited to:
- Attending project meetings
- Delivering Client work product
- Obtaining Building Permits and other entitlements
- Performing building walk-thrus.
- Assist in design management process.
- Assist in construction management process.
- Assist in the project-based accounting process – including preparing project draws.
- Review all of Principal's work for accuracy and completeness.

Requirements

- Bachelor's Degree in Real Estate, Finance or other relevant degree
- Ten years minimum experience in real estate development
- Expert Knowledge of the Development and Construction process
- Must have excellent finance, communication and writing skills
- Must be a Resident of Virginia, Maryland or Washington D.C.



Salary and Benefits

Commensurate with experience. Healthcare and other benefits available.

Please send resume to NREUV at gigs@nreuv.com