



JAIR LYNCH

REAL ESTATE PARTNERS

JOB DESCRIPTION

DEVELOPMENT ASSOCIATE

Jair Lynch Real Estate Partners (“JL”) is a Washington, DC based urban regeneration company that creates extraordinary places. The company is involved in real estate projects as an investor/developer as well as a real estate advisor/ development manager to third party clients. Products include multifamily residential either for sale or rental, commercial and retail mixed-use projects.

Primary Function

The Development Associate will assist Senior Development Staff with overall project execution on assigned projects. Project execution will include due diligence, programming, design, entitlements, financing, construction, completion and opening, warranty and closeout.

Duties & Responsibilities

- Assist in the day-to-day management of development projects including the oversight of project contractors and consultants.
- Work with the Investment Team to provide due diligence information and feasibility analysis of potential acquisitions.
- Assist in negotiating and drafting contract terms and scope with design consultants and contractors.
- Responsible for maintaining project timeline, ensuring milestones are met on time and within budget.
- Provide reports related to project status to Senior Development Staff, Investments Team and other stakeholders.
- Prepare and track development budget related to assigned projects.
- Assist Senior Development Staff in securing the appropriate approvals, certifications, permits, etc. from city and other government agencies as required.
- Responsible for maintaining and executing project contracts in accordance with corporate requirements.
- Manage project documents including discretionary and non-discretionary approvals, agency releases/declarations/determinations, easements, covenants, tract maps, construction documents, A/E design and engineering plans and specifications, contracts/change orders, closeout documentation.
- Track and report project status to investors and lenders.
- Assist with monthly construction progress reporting including, but not limited to, schedules, applications for payment, etc.



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Qualifications

- Bachelor's degree in a field related to real estate development (i.e., engineering, architecture, construction, finance, law or economics).
- Minimum of five (5) years of experience in real estate, construction, finance, development or investment related business.
- Ability to effectively multi-task under pressure, meet deadlines and deliver high quality work.
- Strong computer skills in Microsoft Outlook, Word, Excel, PowerPoint, Project.
- LEED accreditation a plus.

Knowledge and Skills Requirements

- Excellent interpersonal, organizational, administrative, and communication skills required.
- Must be attentive to detail, proactive, discreet and dependable.
- Must be able to exercise good judgment, take initiative, function independently and work in close cooperation with others.
- Must be able to coordinate a variety of tasks simultaneously in a fast-paced environment
- Must meet deadlines and consistently follow up on details.
- Must be a positive team player and demonstrate professional demeanor, and communicate in a clear and polite manner in person and on the phone.
- Excellent grammar, spelling, proofreading, and editing skills, and the ability to research information and compile it into a concise briefing.

Employee benefits

In addition to the opportunities to grow professionally and personally, and a positive and supportive environment, JL offers a wide range of benefits including:

- Company matched 401K
- Comprehensive and affordable health plans
- Paid parental leave
- Transportation benefits
- Group life & personal accident insurance
- Educational assistance

Please send resumes to Officemanager@jairlynch.com