



DEVELOPMENT COORDINATOR

Homes for America, Inc. (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 service enriched housing for families, seniors, and persons with special needs. HFA has developed 81 communities with more than 6,500 apartments, with an additional seven rental communities with more 600 apartments under construction or in development.

The Development Coordinator reports to the Executive Vice President of Development and is an integral member of the development team. We are seeking an applicant with experience in the affordable housing field to assist with the development of multiple projects. The position helps expand HFA's portfolio of communities, contributing to HFA's success of providing high quality, affordable housing for its residents.

Position responsibilities include:

- Perform real estate development, community development, administrative, technical tasks, and analysis under the supervision of Development Directors in the development of housing projects.
- Assist Development Directors in the identification of potential sites and the determination of project feasibility.
- Assist with the preparation and submission of funding applications.
- Work with the Development Director and other HFA Divisions to ensure regulatory compliance and to facilitate a successful transition from development to operations.
- Coordinate resident relocation plans.
- Perform tasks necessary to obtain local approvals of proposed housing projects, including submitting land use applications, attending hearings and neighborhood meetings, and fostering a team approach to obtaining neighborhood acceptance.
- Perform tasks necessary to gather resident input for rehabilitation projects.
- Coordinate the activity of architects, contractors, civil engineer and other Development Team members through the development and local entitlement process. Under the supervision of the Development Director and in consultation with the Director of Design and Construction.

Applicants must have a Bachelors Degree and three years of related work. A Bachelor or Masters Degree in finance, planning, real estate, or related field and at least three years of real estate development experience, ideally in the affordable housing field, is preferred. The applicant should be detailed oriented, have strong organizational skills, and an ability to take initiative, while working in a fast paced, team-oriented environment. A strong commitment to HFA's mission and high standards is required. This is an excellent opportunity to learn affordable housing development at one of the region's top non-profits.

HFA has competitive salaries and excellent benefits. HFA is an equal opportunity employer.

Email cover letter with salary requirements and resume to Kenyatta Bush at Kenyatta@homesforamerica.org.