



JOB DESCRIPTION

Job Title: Development Officer

Edit Date: September 28, 2015

Company: MDC-Michaels Development Company

Reports to (Position): Vice President

(HR to complete)

Pay Grade:

FLSA Code: Exempt or Non-exempt

Job/Position Summary: *Brief description of what purpose the position fills.*

The individual will use specialized knowledge and skills obtained through a combination of education and experience to assist in the acquisition of new real estate investments and the recapitalization of an existing affordable multi-family rental portfolio; and take on other tasks and projects related to the real estate development processes.

Position Duties & Responsibilities: *Detail of the primary and secondary functions of the job.*

1. Review and analyze development and operating budgets and pro formas, financial statements, environmental reports, market studies, appraisals and other third party reports to help determine project feasibility.
2. Compile detailed financing applications for various funding programs such as LIHTC, Tax-exempt Mortgage Revenue Bond, HOME, AHP and similar programs.
3. Research and prepare Transfer and Assumption Applications to conform to United States Department of Agriculture Rural Development Regulations.
4. Perform and coordinate full transaction due diligence and closing functions.
4. Interact with equity, title, lender, legal, construction, property management and third party vendors to ensure timely and efficient closing of transactions.
5. Research and analyze project data and prepare Preliminary Relocation Plans that will comply with the Federal Uniform Relocation Act, and the State of California (or applicable state) Health and Safety Codes.
6. Compile data and prepare New Property Information Forms and Developer Memorandums incorporating all applicable business terms and Development Team descriptions for corporate files; and Project Abstracts for District Office file.
7. Coordinate the formation of new limited partnerships and limited liability companies with legal; obtain associated Resolutions, Employer Identification and DUN's numbers; and structure purchase and sale agreements.
8. Review and analyze preliminary title reports, project surveys, and local jurisdiction's entitlement and permitting processes to determine project feasibility.
9. Make presentations to city councils, county boards and project residents; respond to comments and questions as appropriate.

*The Company reserves the right to change, modify, update or revise job descriptions at any time.
Please download the current version from the HR Section of the Company Intranet.*

Number of Direct Reports and Indirect Reports: _____ **Direct** Multiple **Indirect**

Required Experience: *List experience required to perform the job.*

Minimum of 2 to 4 years relevant acquisitions/underwriting/financing/closing/active real estate development experience required.
 Experience with affordable housing finance and commercial real estate finance a plus.

Required Education/Training: *List education &/or training required to perform the job.*

Bachelor’s degree (Real Estate, Finance, Business Administration, Accounting, Economics or Law) or equivalent experience preferred.

Required Skills and Abilities: *List skills and abilities required to perform the job.*

Self-motivated with an ability to work independently with minimal guidance; and collaboratively in a team environment;
 Must be detailed oriented, able to prioritize, meet tight deadlines, and have an ability to manage multiple projects and deadlines;
 Strong organizational abilities; and excellent written and verbal skills.
 Intermediate to Advanced experience in Microsoft Office Programs.

Working Conditions: *Describe any noteworthy conditions such as: long hours, shift work, travel, lighting, noise, dust, hazards, exposure to allergens, fumes, solvents, enclosed spaces, etc*

Primarily an office environment, however must be able to travel locally or on overnight business trips if required. Will need to be flexible and work extra hours if needed to meet deadlines.

Physical Demands of Job: *Check the estimated amount of time for each physical demand of the position*

Activity	Seldom/Never	Occasionally	Moderate	Extensive
Standing			x	
Walking			x	
Sitting				x
Lifting- up to 25 Lbs.		x		
Carrying- up to 25 Lbs		x		
Pushing- up to XX Lbs.	x			
Pulling- up to XX Lbs	x			
Twisting		x		
Climbing (Stairs)			x	
Climbing (Ladders)		x		
Stooping		x		
Kneeling		x		
Crouching		x		
Crawling		x		
Driving Cars/Trucks/Equipment		x		
Computer Work				x
Other Physical Activity:				
1				
2				

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Company Core Competencies:**Job Knowledge:**

Has necessary job knowledge and technical skills. Understands duties, responsibilities and company mission/values. Keeps job knowledge current and is in command of critical issues.

Dependability:

Meets commitments, accepts accountability. Handles change, works independently when necessary, sets personal standards, is focused under pressure and meets attendance requirements.

Initiative:

Tackles problems, takes independent action, and seeks new responsibilities, acts on opportunities. Will generate new ideas and practice self-development.

Quality:

Attentive to detail and accuracy. Committed to excellence and looks for continuous improvement. Monitors quality, finds cause of and acts to rectify quality problems.

Communication:

Communicates well both verbally and in writing, sharing accurate information and ideas with others. Has good listening skills.

Teamwork:

Meets team deadlines and responsibilities, listens well and values opinions. Helps Team Leader meet goals and promotes a team atmosphere.

Specific Competencies for the Position:**Work Environment/Safety:**

Keeps workplace clean and safe, supports safety programs. Promotes both a safe and respectful work environment.

Competency: In-depth knowledge of entire development process from site selection, entitlements, acquisition, finance, equity, loans, permitting, construction, asset management and property management.

Competency: Knowledge of legal processes in forming limited partnerships and limited liability companies in California or other applicable states; and structuring purchase and sale agreements

Competency: Project a positive, professional image to internal and external business contacts.

Interested candidates can use the link below to apply:

<https://careers-tmo.icims.com/2568/jobs/>