



Deeply affordable. Thriving neighborhoods. Nearby services.

Title: Real Estate Development Coordinator
Reports to: Director of Real Estate Development
FSLA: Exempt
Rev.: 4/2022

The mission of Jubilee Housing is building diverse, compassionate communities that create opportunities for everyone to thrive. Since 1973, Jubilee has worked to provide high quality affordable housing and holistic support to those experiencing persistent economic hardship in the Adams Morgan and Columbia Heights neighborhoods of Washington D.C. Jubilee provides affordable housing and services for approximately 600 people per year in ten properties and associated programs that support community members as they pursue self-directed goals.

We understand our work to be about justice – for people who have been excluded from the prosperity of our city, and for our city itself to become a more equitable and united community. Our response is justice housing: deeply affordable housing, located in neighborhoods where resources such as good schools, grocery stores, and public transportation are readily accessible and near services that support residents as they pursue educational and career attainment.

Jubilee currently has seven properties totaling 285 units of deeply affordable housing under development. Jubilee also manages two affordable housing funds that provide acquisition financing for its projects.

POSITION DESCRIPTION:

The Real Estate Development Coordinator is responsible for managing activities and workflows associated with Jubilee's affordable housing and commercial real estate development pipeline. The role reports to the Director of Real Estate and works closely with internal team and external partners. An exciting new position within the organization that works with project execution for multiple projects simultaneously.

SPECIFIC DUTIES:

- Assists the team with overall project execution
- Ensures compliance with project business plan in all aspects of the development process
- Responsible for project controls, such as scheduling and budget tracking
- Tracks and manages information flow for projects

DESIRED QUALIFICATIONS:

- Degree in real estate project management preferred; or other similar experience
- Experience as an estimator in the construction industry.
- Strong quantitative skills
- Proficient in data and project management programs
- Smart, highly motivated, persistent problem solver
- Effective communicator and relationship manager

SALARY AND BENEFITS:

- Targeted salary range of \$60,000 - \$75,000, commensurate with experience
- Benefits include health, vision, dental insurance, STD, LTD, and Life insurances, paid vacation, sick

leave, holidays, transportation stipend and a matched contribution retirement plan.

BACKGROUND, REFERENCE CHECKS, AND DRUG SCREENING:

- Finalist(s) for this position will be subject to a drug screening and will be required to consent to a pre-employment background and reference checks as a condition of employment.

COVID-19:

- As a condition of employment, all external candidates must provide proof that you are fully vaccinated from COVID-19, as of your first day of employment, unless a request for an accommodation has been approved.
- "Fully vaccinated" means two (2) weeks have passed since your last dose of a two-dose series or two (2) weeks after a single-dose vaccination.

To Apply:

Please email your resume, and a cover letter to rmannon@jubileehousing.org, please reference *Real Estate Development Coordinator* in the subject line.

Jubilee Housing is an Equal Opportunity Employer