



JOB DESCRIPTION
www.habitatmetrodenver.org

Title: Real Estate Development Associate	Employment Status: Full Time
Department: Real Estate Development	FLSA Status: Exempt
Reports to: Senior Director of Real Estate Development	Supervises: AmeriCorps, Volunteers

Sept 2024

Who You Are:

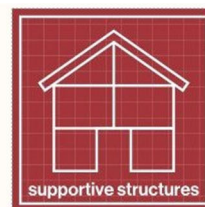
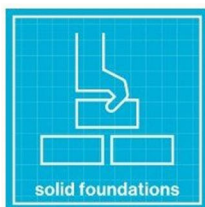
You are someone who people can rely on, and you are always there when they need a helping hand. You're comfortable "wearing many hats" and can move effortlessly between conversations with various stakeholders, coordinating processes, and engaging in highly complex work. You're looking for a new position where you can make a difference in your life, the lives of others, and the world. In return, you seek an organization that appreciates your individuality and supports you as a member of a diverse and talented team. People often comment on how you're organized, detail oriented, compassionate, and full of great ideas. You know in your heart it's time to find an opportunity to be part of something larger; more impactful. If this sounds like you, please allow us to introduce ourselves.

Who We Are:

Habitat for Humanity of Metro Denver (Habitat Metro Denver) is part of a global, nonprofit housing organization that seeks to bring people together to build homes, communities, and hope. Habitat for Humanity was founded on the conviction that everyone needs an affordable, healthy, and stable place to live in dignity and safety, and that affordable housing should be a matter of conscience and action for all. To achieve our vision of a world where everyone has a decent place to live, Habitat Metro Denver builds, renovates and sells homes in partnership with low- and moderate-income families. Our organization also works with existing low-income homeowners in more than 2,500 households. Habitat Metro Denver is also an advocate for policies that create and preserve affordable housing. We work in neighborhoods across five counties in Metro Denver to not only build, renovate and sell new homes, but also to do critical home repairs to help families stay in their homes longer. Throughout our history, Habitat Metro Denver has served more than 2,500 households and is one of the top ten producers in the Habitat U.S. network nationwide.

How We Succeed Together:

Habitat Metro Denver's **Cultural Blueprint** highlights the specific behaviors and mindsets that support our core values and guide day-to-day decisions, behaviors, and interactions of every person within our organization.



Solid Foundations - Our mission is at the heart of everything we do. We are passionate about our work, our teams, and our relationships.

Innovative Design - We are curious. We embrace change. We take risks and initiative to address a complex social issue – housing. We exemplify grit and determination in our relentless pursuit to ensure everyone has a safe and affordable place to call home.

Open Doors - We welcome everyone. We aspire to be an inclusive organization that celebrates one humanity – where equity, diversity and inclusion are at the core of every facet of our work.

Clear Windows - We approach everyone with kindness, clarity, and transparency. We champion authenticity, illuminate our strengths, and hold ourselves and others accountable.

Supportive Structures - We have each other's backs. We collaborate. Becoming better at what we do takes all of us. By building homes and life-changing careers, we make a transformational difference in our lives and the lives of others.

GENERAL DESCRIPTION:

The Real Estate Development (RED) Associate is an integral member of the RED team, responsible for assisting with, and/or guiding, various tasks and projects from initiation to completion. Primary tasks will include but are not limited to procurement, financial analysis, conducting due diligence, entitlements, design management, zoning, and land use analysis, permitting, construction support, and communication with internal stakeholders, community members, city officials, and third-party consultants. The RED Associate will also manage asset oversight and support departmental strategies. The right candidate will be a creative problem solver, have a positive and solution-oriented attitude, a passion for real estate development and/or affordable homeownership, and be comfortable multi-tasking in a dynamic environment with evolving priorities.

The following reflects the organization's definition of essential functions for the job but does not restrict the tasks that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

CORE RESPONSIBILITIES:

Project Acquisition and Management

- Assist in identifying and acquiring assets or resources necessary for project success in alignment with organizational strategic goals.
- Lead the acquisition process for existing units, including contracting, due diligence, and finalizing agreements.
- Ensure all project documentation is complete and properly filed.
- Other associated duties as required to help fulfill our mission in alignment with our Cultural Blueprint values.

Coordination with Stakeholders

- Assist with and/or lead projects through necessary preconstruction phases including but not limited to due diligence, entitlements, site planning and design.
- Lead efforts to determine project needs and develop project execution strategies in collaboration with relevant teams.
- Facilitate workflow between design, engineering, consultants, construction, 3rd party vendors, marketing, etc., and attend site visits to ensure project success.

Project Documentation & Accountability

- Create and maintain project proformas and schedules in collaboration with relevant teams.
- Upon completion of each project, ensure a smooth transition to the Homeownership and Lending team.

Asset Management

- Secure and oversee assets post-acquisition, including providing necessary documentation and coordinating with the finance team for payments and exemptions.
- Manage ongoing maintenance and oversight of assets, addressing any issues that arise and ensuring routine upkeep.
- Represent the organization at relevant meetings and events.

Communications

- Collaborate with stakeholders to maximize funding and resources from various partners.
- Stay informed about changes in land use regulations, zoning ordinances, and environmental laws that may impact project entitlements and development opportunities.
- Develop and oversee opportunities for volunteers or interns to enhance project efficiency and community engagement.
- Build and maintain relationships with organizations, individuals, and departments within the organization.

KNOWLEDGE, SKILLS & ABILITIES:

- A strong belief in Habitat's mission and a desire to engage others in the organization's work.
- Excellent interpersonal skills for effective communication and leadership.
- Strong team player with abilities in networking and relationship-building.
- Proactive critical thinking, problem-solving, and decision-making skills.
- Experience with negotiation and conflict management preferred.
- Proficient in project management software and Microsoft Office, with an emphasis on Excel; adaptable to new technologies. Experience with Autodesk Revit or AutoCad, MS Project, Bluebeam and ProCore, Adobe Photoshop, InDesign and Illustrator, or other design software, a plus.
- Exceptional organizational, oral, and written communication skills.
- Positive, proactive attitude with the ability to lead and prioritize multiple tasks and projects.

EXPERIENCE:

- Lived experience and/or a degree in the following may be beneficial for this role; business, architecture, construction management, or a related field.
- 2 years of experience in project leadership or a related setting.
- Experience in residential construction, asset management, or resource acquisition preferred.
- Excellent construction and financial math skills required; including addition, subtraction, multiplication, division, percentages, ratios, geometry, and algebra.
- Familiarity with industry trends and best practices in project management.
- Relevant project management certifications (e.g., PMP) a plus.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- This position will require sitting at a desk for most of the day and the ability to type.
- Able to lift and carry up to 25 pounds when necessary.
- Ability to maneuver typical construction site obstacles and to adequately traverse a residential construction job site.

WORK ENVIRONMENT & CONDITIONS:

- Most work done indoors in an office, virtually or meeting setting.
- Some work done outside in order to consult and observe at building sites.
- Some work outside of traditional office hours may be required to attend meetings, events, etc.
- A valid driver's license and ability to be insured under the company's insurance policy is a prerequisite. A Motor Vehicle Report (MVR) will be run for insurance purposes.
- Ability to travel to and from meetings and appointments in locations and times when public transportation is unavailable.
- Hybrid work model (minimum 2 days/week at a Habitat location, with ability to work from home the other days). Being a team-based position working with various departments, it is not uncommon to be in the office or on jobsites additional days as required.
- During the first 6-9 months of employment additional days in the office will be required to build critical interpersonal connections and strengthen the team's vision, strategy, and cohesiveness.
- Habitat's office where this position will report to is currently located at 7535 E Hampden Ave #600, Denver, CO 80231 and is relocating to 430 S Navajo St, Denver, CO 80223 at the end of 2024.

COMPENSATION AND BENEFITS:

The expected starting salary range for this position is \$55,400 - \$65,400. New hires are typically brought into the organization between the minimum to midpoint of the salary range posted depending on qualifications, internal equity and the budgeted amount for the role. The full salary range for this position is \$55,400 - \$75,400.

Benefits available include medical, dental and vision insurance options; 401k with employer match; Paid time off for vacation, sick, holidays, floating holidays; short and long-term disability; Healthy Families and Workplaces Act (HFWA) Leave; Paid Family and Medical Leave (PFML); and paid time to volunteer.

Please apply through the following link:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=89615&clientkey=9F05EDCA5A4F338D08503989FA9B94C0>



At Habitat for Humanity of Metro Denver, we value diversity and strive to ensure that our practices and policies are equitable and inclusive. We do not tolerate harassment or discrimination of any kind. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), sex, sexual orientation (including transgender status and gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, race, national origin (including ancestry), disability, creed, religion, genetic information, HIV status, military or veteran status, or any other status protected by federal, state, or local laws. Habitat Metro Denver is dedicated to the fulfillment of this policy in all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, dismissal, and all other terms, conditions, and privileges of employment.