



JOB DESCRIPTION

Real Estate Development Associate

Function:

Assist Real Estate Development Director in the implementation of mission-driven, community-based real estate development strategy which includes substantial rehabilitation, new construction, and assembly of land for future development for small and large scale residential, mixed use, and commercial uses. NKCDC's goal is to promote home ownership opportunities for working families, bring new life to abandoned properties, and create high impact projects for neighborhood revitalization.

NKCDC's mission is to strengthen the physical, social, and economic fabric of the community by being a catalyst for sustainable development and community building. NKCDC draws on the strengths of the community to empower residents and promote resident-driven development.

Reports to:

Managing Director, Real Estate and Finance

Professional responsibilities:

- Provide full complement of support to the Real Estate Development Director in implementing multi-pronged, place-based real estate development strategy throughout all project phases (site acquisition, contracts, programming, design, financing, construction, leasing/marketing).
- Work closely with the Real Estate Development Director on policy development, financial analysis, property management, and administrative support.
- Provide accurate documentation, reporting, and data collection to ensure compliance of grants and/or public-private partnerships.
- Assist NKCDC's property manager with weekly on-site resident engagement.
- Coordinate efforts with Real Estate Development Director and the Coral Street Arts House property manager to ensure maintenance issues are being addressed on all real estate owned.
- Other duties as assigned.

Qualifications and requirements:

- Bachelors Degree in Real Estate, Urban Planning or related field or equivalent and commensurate experience.
- 2+ years of experience in project management, design, urban planning, real estate, property management or construction.
- Strong analytical and financial management skills; working knowledge or experience with city programs, public funding sources, public policy, design, property management and/or construction of real estate.
- Energetic, organized, and highly motivated person with ability to work independently and collaboratively. Flexibility and willingness to do a variety of tasks.

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- Excellent interpersonal and verbal and written communication skills.
- Strong command of Microsoft Office Suite (Word, Excel, MS Project)
- Ability to perform a variety of duties and responsibilities with consistent accuracy, attention to detail, and speed under the pressure of time-sensitive deadlines. Must take initiative, analyze assignments, identify sub-tasks, prioritize, and keep various assignments moving simultaneously.

Compensation:

Competitive salary with excellent benefits including HMO health plan, long- and short-term disability insurance, life insurance, paid vacation and 403 (b) retirement plan.

Application process:

Send cover letter and resume to Barb Varela , NKCDC, 2515 Frankford Avenue, Philadelphia, PA 19125, 215-427-1302 (fax) or to bvarela@nkcddc.org (e-mail). All candidate resumes are given due consideration and are kept on file for one year, but we cannot always respond personally due to the high volume of inquiries.

NKCDC provides Equal Employment Opportunity (EEO) to all persons regardless of age, race, national or ethnic origin, gender identity or expression, religion, language, political beliefs, sexual orientation, or physical ability.