

Brookline Housing Authority

Position Description

Position Title:	Development Associate	Department:	Redevelopment
Reports to:	Director of Redevelopment	Approved By:	Maria Maffei
FLSA Status:	Exempt	Approved Date:	1/12/24

Summary

The Development Associate works in partnership with the Redevelopment team, other BHA departments, and community and project partners to advance the BHA's affordable housing agenda through all stages of development. The incumbent helps to develop and maintain project budgets, assemble financing, competitively procure and supervise consultants, and communicate with residents, the Town of Brookline and funders.

All activities must support the Brookline Housing Authority ("BHA" or "Authority") mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned as needed.

- Provide general project management support to all members of the real estate team
- Manage monthly requisitions for ongoing redevelopment projects; includes updating of development budgets, tracking sources and uses for LIHTC maximization, and delivering monthly reports to lenders
- Communicate with vendors on all matters relating to invoice collection, processing, and payment of development services
- Plan and implement competitive selection processes to secure third-party due diligence reports, third-party consultants, construction and permanent financing, and equity resources from private and government lenders and investors
- Attend and/or lead project meetings
- Manage third-party consultants to keep projects on schedule
- Conduct resident process to ensure residents are informed and have the opportunity for input
- Prepare federal, state and local funding applications
- Support Redevelopment Director and Project Manager with initial closings and permanent loan conversions
- Coordinate with property management, resident services, maintenance, finance and leased housing departments to obtain input and move project forward during predevelopment and construction
- Represent BHA with residents, public officials, funders and other stakeholders
- Assist with recommendations and reporting to Board of Commissioners
- Support all other efforts relating to the BHA's Preservation Initiative and Redevelopment Program
- Provide additional support, as may be needed from time to time, to assist coworkers and help with special projects.
- Other duties as assigned.

Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and

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activities as they apply to the assigned organizational entity of the Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

Customer Service: Provides timely, courteous, and quality service to all internal or external customers by anticipating individual needs, following through on commitments and ensuring that stakeholders have been heard.

Communication: Employee is prepared, clear, concise, and organized in all facets of communication in order to fully establish understanding. Actively listens and understands the audience to adapt message appropriately. Communicates information with appropriate personnel in a timely manner.

Teamwork: Actively participates and collaborates across boundaries, and works toward the achievement of common goals. Employee is adaptable and open to new ideas and/or approaches. Employee is aware of changes that impact internal and external customers and effectively communicates the impact when working as a team.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness. Holds oneself personally responsible for one's own work and does fair share of work.

Safety Awareness: Employee is cognizant of his/her surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.

Education and/or Experience

- Bachelor's Degree
- Exposure to financial and real estate concepts through 2+ years of relevant work experience such as planning, project management, financial analysis, real estate development, or community development. Master's degree in related field (real estate, business, or planning) may substitute.
- Ability to effectively communicate in writing and in conversation with team members, senior staff residents, consultants and funders
- Highly organized and proficient at Microsoft Excel, PowerPoint and Word
- Financial and/or quantitative aptitude
- Experience in meeting with local officials and with constituencies from diverse backgrounds
- Experience with contract administration
- Some exposure to multifamily residential housing development
- Familiarity with Massachusetts affordable housing policies and programs a plus
- Familiarity with LIHTC, Section 18 and Section 8 policies and programs a plus
- Experience with the regulatory requirements of public financing for affordable housing, including Low Income Housing Tax Credits and HUD financing programs
- Ability to work independently, meet deadlines, manage multiple priorities and solve problems expeditiously
- Ability to work in a team and to contribute actively and appropriately
- Excellent employment references

Technical Skills

To perform this job successfully, the employee should have strong computer skills, be highly organized and proficient at Microsoft Excel, PowerPoint and Word. Must also have the ability to learn other computer software programs as required for assigned tasks.

Physical Demands

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; operating computers and other office equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to communicate via email and verbally via telephone. The employee must occasionally transport up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment. The noise level in the work environment is usually moderate.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]

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