



## **Real Estate Project Associate – Job Description**

### **Position Summary:**

Coalition for a Better Acre is a membership-based community development corporation dedicated to resident empowerment and sustainable community revitalization for current and future residents of Lowell. We promote healthy, vibrant neighborhoods by developing resident leaders, affordable housing and economic opportunities, and by responding to community needs through collective action. Since 1982, CBA has invested more than \$167 million in developing stable neighborhoods in Lowell other Merrimack Valley communities. We currently house over 1,400 people in 520 affordable rental units and support 30 companies in commercial spaces.

The Real Estate Project Associate is a hands-on, curious, team-oriented, early career/entry level real estate professional with a theoretical understanding of commercial, mixed use and/or multifamily development. The successful candidate has a passion for responsible, equitable, sustainable real estate development in urban areas, the ability to build and maintain collaborative relationships to work effectively in a team setting, and outstanding written and verbal communication skills. The successful candidate also has a willingness to attend public hearings, meetings, and social events outside of normal business hours.

### **Essential Functions and Responsibilities:**

- Work within a team to realize the development vision established for CBA projects.
- Support coordination of projects across a broad range of activities from project concept to property acquisition to identification and pursuit of funding sources to final project delivery.
- Under the leadership of the Director of Real Estate and the Real Estate Project Managers, work as part of a project team made up of CBA staff and consultants.
- Assist in developing project pro-formas, management of consultant contracts, and billing.
- Assist in the creation and regular reporting of project updates, budgets, and costs.
- Responsible for working with program staff to coordinate community meetings and focus groups to gather community input for CBA projects.
- Other duties as assigned.

### **Qualifications:**

- Bachelor's Degree from four-year college or university in related field required.
- 2 years' work/academic experience in real estate development or related industry preferred.
- Ability to read and comprehend proposals, architectural concepts and drawings, contracts, consultant proposals/agreements, and government regulations.
- Strong interpersonal skills, and the ability to present information and respond to questions/inquiries from staff, peers, business associates, and the general public.
- Knowledge of the Greater Merrimack Valley Real Estate market and geography is a plus.
- A theoretical understanding of commercial investment and the development process, such as: Land acquisition and sourcing; Feasibility studies; Financial analysis and budgeting; Entitlements and zoning; Project valuation and finance; Architectural design and construction management; Basic knowledge of cost control processes, real estate funding and project reporting; Sustainable building concepts.
- Ability to communicate in Spanish or Khmer preferred.

**To apply for this position**, please submit a resume and cover letter to Pam Miller, Office Manager at [pamela.miller@cbacre.org](mailto:pamela.miller@cbacre.org).

***We are an Equal Opportunity Employer and consider qualified applicants for employment regardless of expression, age, color, religion, disability, veteran status, sexual orientation or any other protected class.***