

## **INTERN**

### **Real Estate Development**

**Department:** Development

**Reports to:** Assistant Director of Real Estate Development

#### **Position Summary:**

Intern will work with Project Managers to manage all facets of multifamily development from project conception to the successful transfer of the project to operations. This includes site identification and acquisition, applying for and securing project funding, assembling a successful development team, closing construction and permanent financing sources, and administering the project through the construction period. The Intern will assist Project Managers in managing the project budget, timeline, and compliance with funding requirements.

#### **Responsibilities Include:**

- Assist Project Managers in development of project timeline and implementation of tasks to meet timeline.
- Assist in putting real estate deals together, whether working with contractors and architects, or project partners and funding sources.
- Assist in identifying and securing project financing. This includes completing housing credit applications; local, county, and state funding applications; conventional financing; HUD/FHA financing; tax exempt bond financing; foundation grant applications; and pre-development loan applications
- Assist in closing of all predevelopment, construction, and permanent financing.
- Other duties as assigned.

#### **Qualifications Include:**

- Bachelor's degree. Masters degree coursework in business administration, planning, architecture, urban studies, or a related field preferred.
- Familiarity with budgeting for real estate projects.
- Excellent written and oral communication skills.
- Interest in working in community development and affordable housing.
- Strong computer skills, including knowledge of MS Office applications the ability to develop standard internal tax credit proformas.

#### **Salary Range:**

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