

OBERER COMPANIES			
OBERER RESIDENTIAL CONSTRUCTION			
<u>POSITION DESCRIPTION</u>			
<b>Job Title:</b>	Housing Development Associate		
<b>Reports to:</b>	Chief Financial Officer	<b>Division:</b>	
<b>Classification :</b>	Regular Full Time	<b>FLSA Status:</b>	Exempt
<b>Prepared:</b>		<b>Revised:</b>	8/3/2022
<b>Approved by:</b>	Robert McCann, CFO	<b>Approved Date:</b>	

## SUMMARY

The Housing Development Associate will assist in efforts to develop and rehabilitate low-income housing projects. This individual is responsible for project development activities to include soliciting proposals from development partners, assist in the preparation of funding applications for: low income housing tax credits, Federal Home Loan Bank, HOME and CDBG funds. Complete project due diligence, monitor project deadlines and coordinating the work of attorneys, architects and engineers. Projects will involve multiple complex funding sources, such as public financing, bond financing, private financing, tax credits, and HUD.

## JOB DUTIES

### Essential Functions

- Prepares exhibits and completes forms which are part of tax credit applications and related grant applications.
- Prepares and coordinates applications to the Department of Housing and Urban Development for programs as it relates to affordable housing communities including but not limited to the Rental Assistance Demonstration.
- Plans and coordinates community outreach events.
- Researches, plans and coordinates philanthropic outreach including but not limited to grant writing, and grant compliance once awarded.
- Orders title commitments; posts escrow deposits; resolves pre-closing issues; and follows up on post-closing issues.
- Submitting periodic progress reports to project funders.
- Tracks predevelopment budgets.
- Establishes and meets timelines, builds relationships, and takes initiative to achieve results
- Assist with research on potential new projects.
- Other tasks as assigned

### Administrative

- Reviews and approves all billing invoices as related to the site investigation and evaluation process prior to submittal to accounting staff.
- Assists with updating the initial feasibility study/cost analysis
- Processes division expense reports and check requests.

- Prepares and maintains documentation of titles and escrow.
- Schedules meetings, as necessary.
- Coordinates ground breaking and ribbon cutting events

### **Managerial**

- Plans, coordinates, controls, and manages multiple projects to ensure the successful and timely completion of each.
- Practices time management techniques and prioritization skills to assure completion of all work in efficient manner.
- Establishes and maintains positive business relationships with all internal and external customers.
- Maintains current knowledge of all job-related topics, including but not limited to land planning, zoning, affordable housing and applicable federal, state and local regulations.
- Performs all work in an ethical manner.

### **PERFORMANCE MEASURES**

- Prioritizes all work appropriately.
- Meets all deadlines; provides appropriate oversight to ensure due diligence and compliance with all contractual obligations.
- Processes all business-related documentation (written and electronic) accurately.
- Provides excellent customer service to all internal and external customers.
- Adheres to company policies as described in the Oberer Companies employee handbook and according to departmental guidelines.

### **Supervisory**

None.

### **MINIMUM QUALIFICATIONS**

#### **Education**

Four-year degree from an accredited college or university perferably in the field of real estate, urban planning or business.

#### **Experience**

Minimum of one year of experience in land development and/or project management is required with three to five years preferred.

#### **Skills**

- Basic understanding of legal land and construction contracts.
- Ability to read and comprehend zoning ordinances.
- Ability to read and comprehend detailed reports, contracts, and application rules.
- Proficiency in Microsoft Office, including Word, Excel, and Project preferred; general computer literacy.
- Ability to compose, analyze, and understand business correspondence.
- Verbal communication skills.

- Basic math, including simple algebra, percentages, distances, circumference and area, and manipulation of figures.
- Ability to recognize discrepancies and to formulate processes relating to job functions.

### **Certifications/Licensure**

Valid driver's license.

### **WORKING CONDITIONS**

#### **Environment**

Office environment; overhead fluorescent lighting; medium noise level; occasional travel within 100 mile radius; some work performed in storage areas; non-smoking within the building and facilities; communications media includes telephone, voice mail and email. Interdepartmental and inter-company collaboration required. Occasional field/development site visits: dust, dirt, and construction debris; occasional exposure to inclement weather conditions.

#### **Physical Demands**

Frequent keyboarding/fingering; daily exposure to computer monitor; walking; sitting; stooping; bending; listening; speaking; seeing; lifting of up to 20 pounds.

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This position description does not list all duties of the job. You may be asked by supervisors or managers to perform other instructions and duties. You will be evaluated in part based upon your performance of the tasks listed in the position description.

Oberer Companies has the right to revise this position description at any time. The position description is not a contract for employment, and either you or the company may terminate employment at any time, for any reason.

Reasonable accommodations for individuals with disabilities will be made in accordance with the Americans with Disabilities Act as Amended (ADAAA) when needed.

I acknowledge receipt and understanding of this position description.

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Employee's Signature

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Date

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Employee's Printed Name

CFO's Signature

Date