



Job Title: Senior Real Estate Associate

Reports to: Real Estate Director

Classification: Full-Time Exempt

The Urban Land Conservancy (ULC) is a 501(c)(3) nonprofit organization that acquires, develops, and/or preserves community assets in urban settings for a variety of community needs, such as schools, affordable housing, and office space for nonprofits.

The Senior Real Estate Associate is responsible for conducting all aspects of due diligence to ensure that all real estate transactions are completed in alignment with ULC organizational goals and Investment/Site Selection Criteria.

RESPONSIBILITIES:

General:

- Maintain awareness of community issues and real estate issues that impact ULC work, i.e., transit-oriented development, affordable housing, workforce development, social enterprises, government funding programs, etc.
- Research and communicate housing and economic indicators at local, state and federal levels, as appropriate, to maximize impact of ULC activities
- Conduct research and analysis to identify key demographic and community information, create reports to document findings and, as needed, create presentations to share findings
- May on occasion include research and reporting on community or industry issues, including local, state and federal policy
- Maintain professional relationships with vendors, brokers, development partners, lenders, foundations, nonprofit partners, and representatives of local, state and federal government agencies, and other community constituents, as related to specific projects to ensure efficient and effective communication
- Serve as liaison with members of ULC collaborative partnerships to coordinate activities around common issues affecting the work of all partners, as assigned
- Assist to organize various tours and/or presentations for potential investors interested in ULC community development efforts
- Represent ULC at community meetings and events around affordable housing, community development, neighborhood planning, and other relevant real estate/community topics
- Willingness to attend community meetings/events which on occasion may occur after regular office hours

Site Acquisition/Research:

- Perform due diligence investigation to determine feasibility of acquisition / development opportunities in alignment with ULC Investment/Selection Criteria
- Prepare Project Overview reports summarizing all due diligence findings for presentation
- Secure proposals/bids, communications with vendors to coordinate due diligence activity
- Ensure all vendor contracts are completed in compliance with ULC policies

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- Ability to analyze and interpret key components of preliminary financial *pro forma* models
- Communicate to supervisor issues that pose material risk/liability to ULC or its interests. Assist with preparation and submission of financing packages to lenders and grant providers; understanding of financing requirements related to specific real estate projects

Project Management:

- Track contract deadlines; ensure all due diligence is completed within specified deadlines
- Interpret third party inspection reports , e.g., appraisals, various inspection reports
- Contribute to project kickoff meetings, due diligence efforts, closing, property transition and compliance, as appropriate
- Develop, execute and support project development plans, as assigned, working with consultants, city departments, and contractors and ULC staff

Administration:

- Attend Real Estate Development Committee meeting, as requested
- Prepare committee minutes, community meeting notes, project reports and coordinate meetings with vendors, partners, city representatives and others, as requested
- Establish and maintain paper and electronic project files to ensure easy document retrieval per office standards.
- Participate in ULC sponsored activities, which may occur after regular office hours
- Participate in staff meetings, departmental meetings; contribute ideas as appropriate
- Adhere to all company policies
- Offer recommendations to improve departmental procedures, as appropriate
- Various administrative tasks

QUALIFICATIONS / CANDIDATES:

- Bachelor's degree in real estate, finance, business, urban planning, architecture, or related field preferred
- Must have at least two years' experience in real estate, finance, community development, affordable housing or economic development
- Demonstrated experience in real estate fundamentals, including negotiation of real estate contracts/ terms, and due diligence process (title, survey, appraisal, inspections, environmental phase I and II.)
- Demonstrated experience in lending practices, financial *pro forma* modeling; working knowledge of spreadsheet applications, e.g., Excel (preferred)
- Experience or working knowledge of Yardi software (helpful)
- General understanding of grants /contract compliance
- Nonprofit experience preferred
- Must demonstrate a passion for ULC's mission
- Ability to work in a fast paced multi-task environment managing a variety of relationships
- Demonstrated ability to work effectively with a variety of constituents including community stakeholder

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- Strong oral, written, and analytical communication skills
- High proficiency word processing, spreadsheet and presentation applications, i.e., Word, Excel, PowerPoint
- High proficiency in ArcGIS or graphic design (preferred, but not required)
- Ability to work independently and make basic decisions with little supervision
- Ability to travel independently, as needed, to work-related locations outside of the office
- Committed to principles of inclusivity, diversity and equality.

REQUIREMENTS:

- Must pass an acceptable reference check
- Must pass a satisfactory criminal background check
- Must be reliable, punctual, and demonstrate a good work ethic
- Must have a valid driver's license and reliable transportation
- Must be able to remain in a stationary position for up to 50% of scheduled work hours
- Must be able to operate standard office equipment, copy machine, computer, printer, calculator
- The person in this position must be able to read, analyze and interpret basic contracts and exchange accurate information about various aspects as related to project activity/goals
- The person in this position may be exposed to various weather conditions and uneven walking surfaces (including ascending and descending stairs) during the course of site visits and project activity
- Minimum work hours per week 37.5 hours

COMPENSATION:

- Salary is competitive and commensurate with experience
- Benefits include 401(k) savings and investment plan; annual leave (vacation) and sick time; nine paid holidays, paid life insurance, Accidental Death and Dismemberment and Long-Term Disability insurance; Short-Term Disability insurance; health insurance, dental and vision insurance, health care spending account, dependent care spending account

Equal Employment Employer:

- ULC does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, selection of vendors, and provision of services.

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- *Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time*
 - *This job description is subject to change at any time*

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FOR POSTING:

Contact:

Interested individuals should send the following as a **combined** PDF

- Resume
- Cover letter
- Three references
- Salary history

Send Materials To:

hrapplications@urbanlandc.org

Subject line: Senior Real Estate Associate

**** NO PHONE CALLS PLEASE**

**** NO IN-PERSON SOLICITATIONS**

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