

**ROCKABILL CONSULTING LLC & ROCKABILL DEVELOPMENT LLC**

**Job Title:       Development Associate**  
**Reports To:     Principal**

Rockabill is a privately held consulting and development company operating in the affordable housing industry, primarily working with Not for Profits to partner, develop and/or preserve over 12,000 units of affordable and supportive housing since 2007.

Rockabill is expanding both its consulting and development platforms by seeking to hire a Development Associate to assist with project consulting assignments and support the firm's integration/coordination of its construction affiliate and its relocation affiliate. The right candidate must be a self-starter who is capable of assisting with underwriting and with all aspects of the development process for affordable housing projects financed with various debt/equity/subsidy programs.

This position is an exceptional opportunity for an early-career professional to gain substantial experience and grow within an established company in a period of diversification and growth.

**Principal Responsibilities:**

The essential functions of the position include, but are not limited to the following:

- Assist Principal with the management of projects through the development cycle: concept, design, financing, construction, & lease-up;
- Coordinate process to select consultants and partners, such as architects, general contractors, attorneys, environmental consultants, financing partners, local partners, and many others. Negotiate contracts and manage relationships;
- Underwrite transactions and manage budgets and financial models;
- Assist and/or run financing closings, including communicating with partners, reviewing legal documents, and managing submissions to lenders and investors;
- Participate in construction administration, submit monthly requisitions;
- Coordinate marketing and lease up process and transition to stabilized operations;
- Analyze/Screen information from real estate brokers to generate leads for property acquisitions;
- Assist with onboarding and oversight of third-party property management companies;
- Oversee long-term strategic asset positioning and participate in fiscal and operational oversight including compliance with City, State, and Federal oversight agencies and private investors/lenders.

Management retains the discretion to add to or change the duties of the position at any time.

**Key Job Characteristics:**

The successful applicant will have not only a demonstrable interest in and basic understanding of real estate development finance, but also a passion for the mission-oriented field of affordable and supportive housing and a strong desire to learn. Specifically the ideal candidate should have the following skills:

- 3-4 years of experience in affordable housing; New York City experience preferred;
- Interest in working at a mission-driven organization;
- Experience with financial modeling, including proficiency with Excel;
- Experience in managing due diligence process;
- Familiarity with design process, construction, building systems, and general property management;
- Strong organizational, analytical, communication, and writing skills; detail-oriented;
- Ability to work in a fast-paced environment and complete multiple tasks with simultaneous deadlines;
- Demonstrated track record of learning quickly and being able to work independently and with a team;
- Demonstrated ability to take initiative, suggest new ideas, and move tasks forward.

Employment will be based upon personal capabilities and qualifications without discrimination on the basis of race, color, religion, sex, gender identity, age, national origin, disability, sexual orientation, or any other protected characteristic as established by law.

Compensation package will be commensurate with experience.

**Application:**

Interested applicants should send 1) a cover letter and 2) a resume by email to [info@rockabill.com](mailto:info@rockabill.com). The cover letter should provide the applicant's salary requirements and indicate in detail how they meet the specific qualifications of the job. For more information about Rockabill, please visit [www.rockabill.com](http://www.rockabill.com).

## **ABOUT ROCKABILL**

Since its founding in 2007, Rockabill has developed an outstanding reputation for its service to the affordable and supportive housing community in NYC by providing a variety of development, financial consulting, and construction-related services. Rockabill utilizes their knowledge to bring innovative financing solutions, attention to detail, integrity, and ability to execute projects on time and within budget. With a particular emphasis on restructuring and preservation of existing subsidized projects, Rockabill has restructured over 60 projects totaling over 12,000 units.

For each new project, Rockabill brings our extensive knowledge and deep understanding of the business to develop a project that meets the mission of the organization and the needs of the community, while preserving affordability. Structuring the best subsidy and equity components for the project is crucial, and Rockabill has the tools and relationships to execute.

Rockabill's three practice areas include:

***Consulting*** – Rockabill acts in a consulting role from the outset of project concept through to development and financing. We provide our clients with feedback early in the process from examining the initial financial feasibility, formulation of the development team, assistance in writing funding applications to Federal, State and City agencies, to structuring and securing construction, permanent debt and equity financing.

***Development*** – Rockabill provides development services and joint venture arrangements for organizations that choose to rely more heavily on Rockabill's experience and financial capacity to attract subsidy and equity sources of funding. Our long track record of successfully managing the development process, executing the financing plan, facilitating community and resident relations, and renovation of thousands of units provide significant comfort both to the governmental entities providing the subsidies and the institutions financing the transactions. Our unique appreciation of the Not for Profit community allows us to be flexible in structuring the correct arrangement for each individual situation.

***Construction*** – Rockabill's extensive experience in preservation has given us a deep understanding of the challenges of scope development, communication, and expectations among tenants and management. Conrock Construction was formed specifically to focus on the unique challenges of tenant in place renovations, and is committed to providing excellent construction-related services and top-quality workmanship within the allotted timeframe and budget. The Conrock team utilizes the latest technology to maximize energy efficiency, reduce water consumption, and incorporate materials to improve quality of life for residents while optimizing operational costs and ensuring the long-term viability of the asset.

These areas work in concert with one another thereby providing for efficient and timely coordination of a project's pre-development, financing, construction, and conversion phases.