

## **Real Estate Development Associate**

Lemle & Wolff, a developer, builder and manager of affordable housing is seeking a Real Estate Development Associate to join our development team in the Bronx. The employee in this entry level position will work with the firm's project managers and partners on a variety of professional, technical and administrative tasks related to the acquisition, financing and overall development of existing and future projects. This is a position with growth opportunity in the company for the right individual who is interested in learning the real estate development process and the affordable housing industry.

### **Primary Responsibilities**

- Coordinate due diligence items required for the closing of acquisition and construction financing.
- Assist project managers in the supervision of third-party engineers and consultants, including frequent travel to development sites.
- Coordinate and assist with predevelopment work, community engagement, design process, and public approvals.
- Attend pre-development and construction meetings.
- Prepare material in response to Requests for Proposals, Requests for Qualifications and various requests from government agencies, investors and lenders.
- Coordinate tenant outreach and relocation as necessary.
- Prepare and submit funding requisitions during construction.
- Prepare and submit payment requests to accounting department to pay project consultants from requisitioned funds.
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- Assist project managers in the implementation of local hiring targets including M/WBE participation.
- Assist with preparation of debt, equity and tax credit financing applications.
- Prepare, gather and coordinate material required for loan conversions, refinances and HPD Y15 LIHTC repositioning.

### **Qualifications**

A Bachelor's degree in Real Estate, City Planning, Business or a related field is preferred. Prior experience in affordable housing, finance or community development is also preferred.

The successful candidate will have excellent written, verbal and quantitative skills and be highly organized.

Proficiency in Microsoft Office software (Excel, Word, PowerPoint, etc.) is necessary.

### **To Apply:**

Email your resume and a cover letter to [lemle\\_dev@lemlewolff.com](mailto:lemle_dev@lemlewolff.com) . Resumes may also be faxed to 718-884-5300.