

POSITION TITLE: Real Estate Project Coordinator

REPORTS TO: Executive Vice President (EVP), Real Estate

Hours: Fulltime

PRIMARY RESPONSIBILITIES: Under the direction of the Executive Vice President for Real Estate, the Real Estate Project Coordinator is responsible for assisting with organizing and controlling project activities by communicating risks, opportunities, and the project's current state. The project coordinator must have initiative, be an effective communicator, have excellent organizational skills, and time management skills.

I. ESSENTIAL FUNCTIONS:

- Identify new construction opportunities and potential acquisition(s) rehabilitations of affordable housing properties.
- Review and prepare funding applications to develop affordable housing communities.
- Ensure projects run smoothly by controlling workflow, scheduling assignments, evaluating the course of the project, and reporting its status.
- Coordination of internal resources to facilitate a successful closing.
- Demonstrate the ability to meet simultaneous deadlines.
- Willingness to coordinate schedules, host and attend meetings, and work collaboratively on multiple projects simultaneously.
- Assist Executive Vice President, Real Estate in other duties, as assigned.

II. MINIMUM REQUIREMENTS:

- Bachelor's degree in business or related.
- A minimum 2 years of relevant multifamily, affordable housing, and real estate experience.
- Understanding of affordable housing fundamentals, financing, market dynamics, and economic and demographic drivers.
- Must be able to pass a criminal background check, pre-employment drug screen, and possess a valid driver's license.

To apply for this position, please send a cover letter and resume to Suzette Berry, MBA, the Vice President, Human Resources at Finance Fund and Finance Fund Capital Corporation at SBerry@FinanceFund.org