BRIDGE Housing

BUILDING SUSTAINING LEADING

Job Description

Job Title:	Development Operations Specialist	**Apply at:**
Type:	Full-time, Exempt	https://goo.gl/EqPP6F

Mission

BRIDGE Housing strengthens communities by developing, owning and managing high-quality, affordable homes for working families and seniors. BRIDGE's portfolio of housing is currently over 100 properties and 10,000 units throughout California, Washington & Oregon.

Job Purpose

The Development Operations Specialist position presents an exciting opportunity to contribute to the success of our high-quality affordable housing while flexing your top-notch communication, organization, and analytical skills.

The Development Operations Specialist is part of the real estate development team and manages a variety of reporting and data analysis needs for the organization. In this role, you will provide essential support to senior management and assist with internal operations, including accurate and timely completion of various reports requiring interdepartmental coordination.

The Development Operations Specialist must gain and continually grow an understanding of a multitude of data resources to respond to requests and generate reports quickly for both internal and external audiences. The person in this position will coordinate with other internal stakeholders to design reports required to effectively track and analyze data for various departments and participate in the development of related processes and/or technology improvements.

Duties and Responsibilities

- Maintain, refine, or create systems and tools to compile and track budget projections, project pipeline data, project status and details, fee sheets, working capital, and other data required for real estate development and companywide operations
- Use data collection tools to produce regular reports (e.g. quarterly fee revenue updates; annual budget updates; monthly working capital; monthly Key Performance Indicators)
- Facilitate project transitions and coordination between various departments
- Work in interdepartmental teams to develop internal tools and systems to support geographic expansion and scale operations

- Assist with legal entity formation(s), data and document management and record keeping
- Work with senior management to produce presentations and reports for Board and other internal and external audiences
- Assist senior management with implementing standards, processes and procedures for internal operations
- Assist with data gathering and presentation as needed for various proposals and/or funding applications
- Participate in new staff onboarding activities related to data and information systems
- Provide planning support for company events as needed including annual staff retreats, holiday and back-to-school drives and property tours

Requirements

- Advanced skills in Excel, PowerPoint, Visio and Outlook
- Strong skills and/or strong desire to expand knowledge in advanced Excel tools (filters, formulas, pivot charts, graphs)
- Basic understanding of database structure and relational data
- Ability to compile, analyze, and effectively communicate data to support business decisions
- Strong communication skills, both verbal and written
- Attention to detail and excellent organizational skills
- Ability to prioritize tasks and effectively meet deadlines

Preferred qualifications

- Minimum of two years of experience in real estate development or affordable housing
- SharePoint experience
- MS Access, SQL and SSRS experience including report design, data management, data integration, and analytics
- Some graphic design experience
- Bachelor's degree in a relevant field

Physical Requirements

- Ability to remain in a stationary (standing and/or seated) position more than half the time
- Ability to operate equipment that requires constant use of hands/fingers/wrists more than half the time
- Ability to spend more than half the time viewing computer monitors

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Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

BRIDGE Housing is an Equal Opportunity Employer