



NEIGHBORHOOD BUILDING SINCE 1971

## JOB DESCRIPTION

### **Affordable Housing Development Associate**

Position Title:	Affordable Housing Development Associate
Work Schedule:	Full Time exempt position 40 hours/ week (overtime not applicable): flex time as approved by Supervisor
Salary:	\$125,000-\$175,000 per year FTE DOE (FY 2024-2025)
Benefits:	Full medical, dental, life insurance, 403(b) retirement, etc. per TODCO programs
Supervisor:	Reports to President

The TODCO Group is a nonprofit community development corporation based in San Francisco's dynamic South of Market Neighborhood. Over 50 years it has developed and now operates about 1000 affordable senior/SRO housing units in its 8 properties. It's summary Mission Statement is: *South of Market Neighborhood Builders*.

**Responsibilities:** The Affordable Housing Development Associate will join the TODCO Housing Development/Finance Division Team to support all aspects of the renovation, preservation, planning, financing, and construction for TODCO's existing and potentially new affordable housing development. Specifically, the Affordable Housing Development Associate will support:

- **Project Management:** management and coordination (between the development, construction and operations teams) of all projects, including the performance of renovation, rehabilitation and minor capital improvement projects for the various buildings in the portfolio;
- **Project Research and Planning:** assist the President and Development Director with evaluating mission-driven new development opportunities, partnerships and joint ventures;
- **Procurement and Financing:** Drafting and managing RE Developer solicitation of interest and similar RFPs, compiling results and preparing presentations, analysis and recommendations including various private and public funding opportunities for the Company.
- **Reporting & Analysis:** Assists in the preparation of regular reports (monthly or quarterly as appropriate to the specific projects) summarizing project progress, issues, pro forma, schedule, etc. to keep Sr. Management well informed as well as help manage applicable federal, state and local regulatory agreements associated with the Portfolio.
- **Network Development:** Develops and maintains optimal communication with project team members, real estate consultants, City officials, et al to ensure effective implementation of projects.

- Other duties as assigned.

Qualifications:

- Bachelor's degree in any subject and at least 5-10 years of experience, or equivalent combination of education and experience. Advanced education/certification a plus.
- Experience working in community-oriented environments, ability to understand and prepare financial models for real estate assets, understanding of real estate development economics, ability to review legal documents, including regulatory, loan and construction agreements, and general knowledge of city/state/federal affordable housing programs.
- Prior experience in working on a full range of housing development responsibilities from project conceptualization/planning, entitlements, finance through construction management.
- Strong organizational skills, presentation abilities and excellent verbal and written communication skills.
- Proficiency in MS Office software. Must have excellent interpersonal skills, team-oriented yet self-starting work style, ability to work independently and high ethical standards.

**Affirmative Action Statement**

TODCO adheres to a policy that prohibits discrimination on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status, or any other legally protected class.