GROVEWOOD COMMUNITY DEVELOPMENT is hiring an Affordable Housing Associate (AHA) to help preserve and grow our dynamic portfolio of affordable housing communities in South Metro Denver!

ABOUT GROVEWOOD COMMUNITY DEVELOPMENT
For over 28 years, Grovewood Community Development (GCD) has provided service-supported multi-family affordable housing to individuals and families in South Metro Denver. GCD’s rental housing portfolio consists of 282 units located in nine properties in Aurora, Englewood, and Littleton. Development of an additional 81 family housing units is in progress on a two-acre site in Aurora, with two additional sites land banked for future development.

GCD believes that access to quality, affordable, service-supported housing provides the foundation for achievement of human potential. The focus of GCD resident programs and services include:

- Connecting residents to Emergency Assistance resources for rent, food, utilities, and transportation.
- Supporting residents with education and tools for Health and Nutrition.
- Encouraging Financial Education and Resiliency.

SALARY $65,000+ DOE

COMPENSATION HIGHLIGHTS
- Competitive benefits package, including health, dental, vision, and life insurance
- Vacation / paid sick leave
- Nine paid holidays per year
- Ability to work up to 20% remotely

ABOUT THE JOB
As an integral member of the GCD team, the AHA provides administrative and project management support for GCD’s real estate development and ownership activities. The AHA performs additional oversight for GCD’s current portfolio, identifying physical and fiscal areas of concern and assisting in the formulation and execution of steps for resolution. The AHA helps plan and execute capital needs expenditures, renovation and refinance projects, and other long- and short-term activities aimed at increasing the sustainability of GCD’s real estate holdings. The AHA is also responsible for maintaining GCD’s real estate-related document management system and managing community inquiries and engagement events related to GCD properties and development activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Asset Management
- Provides monitoring and analysis of financial performance of properties utilizing established review criteria.
- Assists with oversight of third-party property management of physical assets.
- Performs periodic analyses of various property reserve accounts including Replacement, Insurance, Real Estate Taxes, and Operating Reserves.
- Creates and maintains a filing/record keeping system for GCD’s existing real estate portfolio, including a comprehensive summary of financing structure and compliance requirements by property.
- Provides administrative and project management support for the refinance/re-syndication/renovation of GCD’s rental housing assets as needed.
Housing Development

- Performs data collection and analysis to assist in evaluating financial structures and viability for new development activities.
- Provides administrative and project management support for new development projects, including:
  - acquisition/financing due diligence
  - application for various financing/funding sources
  - various pre-closing documentation activities
  - community meetings
  - construction loan draw processes and disbursement of various grant, loan, and equity sources
  - various stabilization and closing documentation requirements for conversion of construction financing to permanent financing and final payment of tax credit equity and any remaining loan and grant funds.
- Creates and maintains accurate project records and files for new projects during pre-development, construction, closeout, and asset ownership periods.

REQUIRED QUALIFICATIONS:

- Working knowledge of real estate, finance, and affordable housing industry practices.
- Ability to analyze/understand/interpret budgets, audited financials, operating statements, proformas, etc. for multifamily rental housing projects and nonprofit organizations.
- Exemplary verbal, written, and listening communication skills.
- Proficiency in computer operating programs including Word, Excel, Outlook, PowerPoint, and SharePoint.
- Strong demonstrable sense of ethics and integrity.
- Ability to prioritize and handle multiple tasks.
- Passion for GCD’s mission and programs, and the desire and ability to contribute to GCD’s favorable impact on the quality of life for modest income persons.

EDUCATION AND/OR EXPERIENCE:

- Bachelor’s Degree and/or 3-5+ years’ experience in real estate management and/or development.
- Current working knowledge and/or experience in the Colorado affordable housing industry.

This position requires traveling between metro locations. Reliable transportation is required.

Residents of the communities we serve – Aurora, Littleton, and Englewood are especially encouraged to apply.

GCD is a tobacco-free environment.

TO APPLY
Please send a copy of your resume and cover letter to info@grovewoodcd.org.

Position will remain open until filled.