



## **JOB DESCRIPTION**

**Position:** Development Associate  
**Type:** Exempt  
**Reports to:** Chief Operating Officer  
**Location:** Washington, DC

### **ABOUT DANTES PARTNERS:**

[Dantes Partners](#) (DP) plans, finances and builds affordable housing and livable neighborhoods by arranging necessary public and private resources and by working with community leaders to structure the organizational, civic and financial support required to make projects successful. DP also provides consulting services for both for profit and non-profit organizations involved in the creation and preservation of affordable housing as well as community and economic development. Since its founding in 2006, Dantes Partners has closed on over \$1.5B in complex financing that produced/preserved over 4,800 units of affordable/workforce housing.

### **POSITION DESCRIPTION:**

The Development Associate will support the VP of Development, Development Director(s) and/or Development Manager(s) and will be responsible for assisting with all aspects of planning, financing and implementation of several projects in the Dantes Partners pipeline. The projects range from pure financing consulting to developing and managing multi-family communities. The work will also include oversight and/or coordination of predevelopment services and all other projects that are assigned to the incumbent, coordination of design efforts, liaising with clients and government agencies and communicating with stakeholders. In addition, the Development Associate will assist in securing funding for projects, which would include preparing funding applications and working with potential lenders to secure loans or other financing as may be appropriate.

## **RESPONSIBILITIES:**

- Assist senior development staff with the coordination of design efforts, liaising with clients and government agencies and communicating with stakeholders;
- Assist with responses to Request for Proposals for new and affordable housing development projects;
- Assist in tracking and maintaining a database of DP property cash flows and operations
- Assist in tracking vendor invoices and preparation of draw packages for lenders and equity providers
- Using online databases and various market data to provide relevant market information
- Conduct real estate research and prepare and/or assist in the preparation of case studies as assigned.
- Building and maintaining development budgets and proformas in Excel
- Assist with all necessary predevelopment work including surveys, appraisals, title work, environmental, etc.
- Coordinating and assistance with overseeing the work of project teams, which may be comprised of architects, urban planners, engineers, contractors, attorneys, lenders, investors, property managers etc.
- Assist in managing the planning, design, bid/award, and construction process to ensure that projects conform to quality standards, and are on time, and within budget
- Assist in ensuring compliance with all funding requirements as applicable including but not limited to CBE, Section 3, First Source, etc.
- Responding to Request for Proposals for development projects
- Using online databases and various market data to provide relevant market information
- Support the preparation of financing memoranda that include business plans, graphics, market information, and financial information
- Assisting with any community, resident or management issues
- Managing multiple tasks on a daily basis and deliver under tight deadlines in a demanding work environment
- Collecting and distributing due diligence materials for loan closings
- Supporting the Director of Construction on assignments related to various projects;
- Supporting the Chief of Staff on assignments related to various projects;
- Various ad hoc assignments

## **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Business or Finance related field
- Excellent written and verbal communications are required
- Proficiency in Microsoft Office Suite: Excel, Word, Outlook

## **SUCCESSFUL CANDIDATES WILL POSSESS THE FOLLOWING ATTRIBUTES:**

- An entrepreneurial spirit;
- Proactive and extremely responsive;
- Personable with a good sense of humor
- Strong analytical skills
- A "detail oriented" focus

- Experience with funding programs for subsidized housing
- Understanding of fundamental real estate terminology
- Commitment to the mission, philosophy and vision of Dantes Partners and community development work
- Energy and commitment to work in an entrepreneurial environment with the ability to prioritize responsibilities
- Strong organizational skills
- Ability to work under pressure, in a time sensitive environment, delivering timely and accurate work
- Ability to write clearly and informatively and present numerical data effectively

**ADA SPECIFICATIONS** (Physical demands that must be met to successfully complete the essential functions of the job):

- While largely sedentary, this position requires the ability to sit, stand, and lift up to 20 lbs., speak, and hear, sometimes for extended periods of time.
- Requires the ability to use a computer and office equipment traditionally found in office settings.
- Requires the periodic ability to travel regionally, on behalf of the company.

**CORRESPONDENCE:**

Interested parties should forward a current resume and cover letter to [resumes@dantespartners.com](mailto:resumes@dantespartners.com) with the subject line “Dantes Partners – Development Associate”.

*Dantes Partners is an equal opportunity employer.*