

## **Job Description**

**TITLE:** Development Coordinator  
**CLASSIFICATION:** Full Time  
**DEPARTMENT:** Development  
**REPORTS TO:** Vice President, Development

### **Position Summary:**

Responsible for assisting with planning and coordinating multifamily development opportunities for the Company.

### **Essential Duties and Responsibilities:**

- Providing general support for development team.
- Organizing and tracking the developments in process and in the pipeline.
- Helping to pull packages together to submit approvals to Investment Committee.
- Creating materials for the team including project schedules, processes, after action reviews, etc.
- Providing follow-up for the developers (may include making phone calls, visiting municipalities, etc).
- Coordinating and scheduling conference calls, meetings and conference rooms; general calendar management for development team.
- Fulfilling information requests.
- Managing detailed checklists.
- Printing items, scanning documents, procuring signatures, binding information for meetings.
- Calling properties for questions and needed information.
- Helping to prepare presentations, packages, and analyses for the development team,
- Organizing files and managing checklists.
- Assisting with fulfilling information requests.

### **Knowledge/Critical Skills:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelors' degree preferred.
- Two years' experience in the commercial real estate industry preferred.
- Construction, development, and/or project management experience preferred.
- Exceptional oral and written communications and interpersonal skills.
- Detail-orientation, excellent organizational skills and a strong sense of urgency.
- Positive attitude, integrity and reliability.
- Proactive, solution-oriented mindset with a focus on task management and completion.
- Ability to work in a fast-paced environment, handling multiple concurrent large-scale projects with moderate supervision, and working both independently and collaboratively.

### **Physical Demands/Environmental Factors:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while*

*performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Works in office setting under moderate supervision.
- Will use repetitive motion of hands and wrists in using computer.
- Occasionally moves about to coordinate work.
- Moderate travel required to off-site meetings and development sites, or to obtain needed materials or information, etc.

Critical features of this job are described under the previous headings. They may be subject to change at any time due to reasonable accommodation or other reasons. This job description does not list all the duties of the job. You may be asked by supervisors to perform other non-essential assignments and duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

**MANAGEMENT HAS THE RIGHT TO REVISE THIS JOB DESCRIPTION AT ANY TIME. THE JOB DESCRIPTION IS NOT A CONTRACT FOR EMPLOYMENT, AND EITHER YOU OR THE EMPLOYER MAY TERMINATE EMPLOYMENT AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT NOTICE.**

I agree to fulfill the essential responsibilities of this position. I also understand the employment-at-will nature of this position and realize that this job description does not constitute a legal contract.

Employee's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_