



**Job Title: Development Associate**  
**Location: Baton Rouge (In Office Setting)**

For the past 20 years, Partners Southeast (Partners) has sought to use affordable housing as a vehicle to make a measurable impact in Education, Economic Opportunities, and Health & Wellness in communities throughout the Southeast. As the non-profit development arm of the East Baton Rouge Parish Housing Authority, Partners creates impactful economic opportunities by making strategic investments in Housing, People, and Neighborhoods.

### **JOB SUMMARY**

---

Do you want a career that is diverse and challenging? Are you organized, an effective multitasker and get excited about seeing a project you helped start become a reality? If these things interest you, consider becoming a Real Estate Development Associate at Partners Southeast. Our development team members are doers, identifying issues and developing solutions, while helping to get projects funded and built.

This position is part of a development team, and as such must possess the ability to work well on group projects, but also must be prepared to work independently. Diverse backgrounds can meet this role and typical candidates have backgrounds in either real estate, finance, housing, urban planning, construction, economic development, or related fields. Partners is open to hiring at a variety of levels from entry level (1-2 years' experience) to higher levels of responsibility and compensation for those coming in with relevant experience. You will work directly with experienced developers and other professionals and acquire valuable skills useful in real estate development and general project management.

The Real Estate Development Associate will work on all phases of the development cycle, including predevelopment, financing, construction, operation, and disposition. Tasks involve working with members of the development teams, such as architects, engineers and consultants, as well as establishing and maintaining effective and efficient interaction with local, state and federal agencies and private and public financial institutions.

### **Typical Tasks**

Typical duties and responsibilities include, but are not limited to:

- Communicating regularly with team members about goals and tasks
- Collaborating with team members and consultants on day-to-day requests
- Maintaining project schedules, budgets, and files
- Collect, review, analyze and share data
- Prepare and present reports to team members
- Developing pro forma financial models and zoning conceptualizations to analyze feasibility
- Engaging with public and private sector stakeholders on project partnerships, acquisitions, financing, conceptualization, and implementation
- Preparing paperwork required for financing applications
- Coordination of permitting and entitlement process
- Attending construction meetings and writing progress reports



- Engaging with community residents and clients at project sites with professional and supportive demeanor
- Representing Partners at events related to real estate, economic development, community development, and policy
- Reviewing legal documentation and operating agreements
- Reviewing property audits and financial statements, tax returns, and compliance documentation
- Utilizing asset management tools to assess property risk and health
- Identifying grants and RFP/RFQ opportunities, spearheading written responses and submissions
- Researching development activity and policies to remain apprised of potential project opportunities and impacts
- Additional duties as assigned

#### **Required Skills**

- BA or BS Degree from four-year college and/ or equivalent work experience
- Knowledge of data collection and analysis techniques
- Proficient in Excel
- Strong oral and written communication skills
- Ability to work productively unsupervised
- Strong time management skills
- Ability to maintain orderly records/files
- Ability to work evenings and extra hours, as needed

#### **Preferred Skills**

- Experience in real estate development
- Experience working with HUD and/or local, state or federal agencies
- Knowledge of ESRI GIS software
- Graphic design experience
- Advanced degree or coursework

#### **Physical demands**

- Mobility and flexibility to walk, bend, kneel, lift, and reach to perform above duties as stated

#### **Travel required**

- Must possess a valid driver's license
- Travel between jobsites throughout Louisiana with potential for regional travel throughout the southeast

#### **Compensation and Benefits**

A competitive salary is offered, commensurate with experience, along with a comprehensive benefits package.

Please submit inquiries to [careers@partnerssoutheast.com](mailto:careers@partnerssoutheast.com)