

## Position: Development Coordinator

Status: Exempt

Hours: 40+ hours per week

Wage: DOQ, General range of \$70,000-120,000

Benefits: 401k & Long-Term Disability (after 12 months),  
Health & Dental, HSA Contribution, Life Insurance,  
Performance Bonus Program



Work Location: Logan

Work Schedule: Flex Schedule Options

### General Responsibilities

- Assist with identifying and acquiring land for a variety of development projects.
- Project development for subdivisions and housing projects (single and multifamily) including developing cost and revenue projections, pro forma, and other models to show project viability.
- Work with design and engineering consultants to develop plans, complete entitlement processes through various jurisdictions, and ensure permitting for development.
- Develop funding packages for development grants, loans, and other financing including Low Income Housing Tax Credits.

### Minimum Qualifications

Education and Experience:

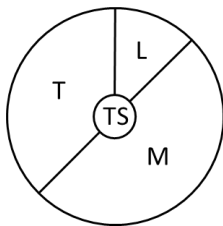
- Bachelors degree in real estate development, planning, design, or other closely related field and three (3) or more years of experience in land or project development. Additional education may be considered in lieu of some work experience.

Special Qualifications:

- Have a current Utah driver's license.
- Real estate license is preferred but not required.

### Essential Functions

Essential duties and responsibilities may include, but are not limited to, the following:



Priority 1: Team Skills (TS). 15% of Responsibility

Priority 2: Leadership (L). 10% of Responsibility

Priority 3: Management (M). 50% of Responsibility

Priority 4: Technical (T). 25% of Responsibility

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Skills are listed in order of importance and the percentage assigned is the estimated time spent on described duties.

### Team Skills (Working with others)

- Practice positive working relationships and collaboration with fellow employees, other agencies, and the public/clients with a focus on creative problem solving.
- Be accountable to fellow employees; valuing integrity, open communication, and professionalism in all interactions.
- Effectively follow and utilize verbal and written communication.
- Develop and maintain relationships with property owners, consultants, municipal staff/officials and utility providers.

**Leadership** (Long-range vision)

- Exercise initiative, independent judgment, and act resourcefully under varying conditions.
- Work to improve efficiency & effectiveness for all work processes and collaborate on issues and provide potential solutions.
- Search for appropriate land for single and multifamily housing development, handle negotiations and purchases with landowners to ensure continual growth potential for the organization.

**Management** (Short-term, project based)

- Work with NNHC's Construction Project Manager to ensure that projects can seamlessly transition from planning to entitlement to construction.
- Comprehensive management, coordination, and review of due diligence documentation including environmental, geotechnical reports, wetland delineations, surveys, plats, as-builts, etc.
- Engage and manage project consultants as required for specific projects.
- Determine project feasibility including: market research, finance proformas, operating budget, environmental review, due diligence, and risk assessment.
- Develop project budgets and manage funding needs including financial packages for lenders and applications for tax credits and other grants.
- Oversee the management of all NNHC properties by coordinating with the property management companies, confirming all properties are performing as anticipated, and all Operating Agreements and Investor requirements are being met.

**Technical** (Task Items)

- Prepare and manage development budgets and timelines for numerous projects simultaneously.
- Preparing preliminary schedules for entitlements and coordination of permit application submittals to various jurisdictions.
- Processing land use and environmental applications and permits for approval, i.e. planned developments, rezones, parcel maps, development agreements, design reviews, etc.
- Attend pre-application meetings, neighborhood associations meetings, and public meetings/hearings.

**Work Environment:**

- Work hours: Two flex schedule options are available – 4x 10s schedule with Friday's off or a 4x 9s schedule with every other Friday off. This position will primarily function within the office, but will need to maintain a flexible schedule based on needs to attend community meetings and travel to project sites.
- Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, reaching, talking, hearing, seeing and require common eye, hand, finger, leg and foot dexterity. Mental tasks require the use of memory for details, verbal instructions, emotional stability, and discriminating thinking.
- The position requires a valid driver's license and ability to drive. Must not have any DUI/ARR within the past five (5) years and less than two (2) moving violations within the past 24 months.
- The position requires compliance with all Neighborhood Nonprofit Housing Corp policies.

For information on how to apply, go to: <https://NNHC.net/contact-us/>