

Real Estate Development Associate



Harris County Housing Authority (HCHA) provides assistance to income eligible clients in need of affordable, safe, and quality housing, and is seeking a **Real Estate Development Associate** to join its team.

The Development Assistant provides administrative, project coordination, and analytical support to the Director of Real Estate Development in the planning, financing, development, construction, and preservation of affordable housing communities. The position assists with coordinating development activities, maintaining project schedules, preparing reports and funding applications, organizing project documentation, and facilitating communication among internal staff, consultants, developers, lenders, government agencies, and other stakeholders.

The Development Assistant plays a key role in supporting the successful execution of affordable housing development initiatives, including Low Income Housing Tax Credit (LIHTC), asset repositioning, capital improvement, bond-financed, and other affordable housing programs. To apply, please submit a resume to hr@hchatexas.org. Include your name and "Real Estate Development Associate" in the subject line of your email.

MAJOR DUTIES

- Provides direct administrative and project management support to the Director of Real Estate Development.
- Assists with the preparation, organization, and submission of affordable housing funding applications, including Low Income Housing Tax Credit (LIHTC), HOME, CDBG, and other federal, state, and local funding programs.
- Update/create real estate development proformas and knowledgeable in financial modeling.
- Maintains development project schedules, critical deadlines, and milestone tracking reports.
- Coordinates meetings with developers, architects, engineers, contractors, lenders, attorneys, consultants, and governmental agencies.
- Prepares meeting agendas, minutes, correspondence, presentations, and project status reports.
- Organizes and maintains development files, contracts, due diligence materials, financial documents, regulatory approvals, and compliance records.
- Assists in collecting and reviewing project due diligence materials, including appraisals, surveys, environmental reports, title commitments, market studies, and site assessments.
- Supports contract administration activities, including tracking contract execution, amendments, insurance certificates, and consultant deliverables.
- Assists with procurement activities and Requests for Qualifications (RFQs), Requests for Proposals (RFPs), and contractor selection processes.
- Maintains project budgets and assists with tracking development expenditures and funding sources.
- Coordinates construction progress reporting and assists with monitoring project performance.
- Assists in preparing Board presentations, resolutions, briefing materials, and executive reports.
- Coordinates communication between the Development Department and internal departments including Finance, Asset Management, Property Management, Compliance, and Procurement.
- Assists with monitoring regulatory requirements and maintaining compliance with HUD, TDHCA, Harris County, City of Houston, and other funding agency requirements.
- Compiles data and prepares monthly, quarterly, and annual reports for management, funding agencies, and governing boards.
- Assists with resident, stakeholder, and community engagement activities related to development projects.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY POSITION

- Knowledge of affordable housing development programs and financing structures.
- Knowledge of Low Income Housing Tax Credits (LIHTC), HUD programs, HOME funds, Community Development Block Grant (CDBG) programs, and other affordable housing funding sources.
- Knowledge of project management principles and construction processes.
- Knowledge of contract administration and procurement procedures.
- Knowledge of real estate development terminology and due diligence requirements.
- Knowledge of office management and records retention practices.
- Proficiency in Microsoft Office Suite, including Word, Excel, PowerPoint, Outlook, and project tracking software.
- Strong organizational and time management skills.
- Strong written and verbal communication skills.
- Ability to manage multiple projects and deadlines simultaneously.
- Ability to establish and maintain effective working relationships with internal and external stakeholders.

PHYSICAL DEMANDS / WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts objects.
- The work is typically performed in an office and at construction sites.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- None

MINIMUM QUALIFICATIONS

- Completion of a Bachelor's degree in Public Administration, Real Estate, Urban Planning, Construction Management, Finance, or a related field required
- Three years of progressively responsible administrative, project coordination, real estate, construction, affordable housing, or related experience.
- Experience supporting multiple projects and coordinating activities among diverse stakeholders.
- A valid Texas driver's license and the ability to be bonded

Harris County Housing Authority is an Equal Opportunity Employer. If you are a person with a disability requiring assistance applying for this position, please contact hr@hchatexas.org.