



DEVELOPMENT COORDINATOR

FLSA Classification: Non-Exempt
EEO Classification: Administrative Support
Reports To: Director of Development

Prepared Date: Jan2021

JOB SUMMARY:

This position provides administrative support to the real estate Development Team in various aspects of real estate transactions. This position exists to enhance the efficiency and accuracy of real estate transactions conducted by our Development Team in a high volume and growing office environment. All employees are expected to have an entrepreneurial spirit and demonstrate a high energy and positive attitude toward employees, clients, vendors and all functions of the business.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Prepares and handles incoming and outgoing correspondence, applications for financing, real estate proposals and mail.
- Prepares and reviews reports using Microsoft Excel, Word, PowerPoint, Google Workspace, SmartSheet, Asana and others.
- Accurately complete initial drafts of standard form documents as they relate to real estate transactions and applications.
- Manage the directory of corporate organizational documents for affiliate entities.
- Serves as liaison with outside legal counsel to gather needed paperwork, coordinate transactions, and similar.
- Follow up on voicemails, emails, questions, etc. within 24 hours, or as reasonably possible depending on issue.
- Maintain electronic document filing for project files, keeping them up to date and organized.
- Coordinate real estate transactions in accordance with internal procedures accurately and timely.
- Manage and maintain debt/equity due diligence checklist.
- Assist Development Team with assembly of materials and information needed for finance applications, RFP's and RFQ's.
- Conduct thorough research on items requested by Development Team in a timely fashion.
- Coordinate logistics and schedule for conferences and other travel for Development Team.
- Greet visitors in a friendly and professional manner.
- Prioritize and organize daily activities effectively and efficiently.
- Handle confidential company information in a professional and secure manner.
- Champion, support and enhance the Green Street Housing corporate culture in all activities.
- Perform all other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES:

- Provide assistance in all areas of the business as needed.
- Run errands for the office, picking up supplies, materials, coordinating lunches, etc.
- Maintain a valid driver's license, clean driving record (and adequate insurance coverage on vehicle driven – as defined by our insurance carrier).

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

QUALIFICATIONS and COMPETENCIES:

Skills and Abilities

Working knowledge of Microsoft Products (i.e. Word, Excel, PowerPoint). Strong attention to detail and efficiency while performing a variety of administration duties. Effective in multi-tasking, time

management, prioritizing and organization skills with a strong sense of urgency, with little to no supervision. Must be able to effectively manage multiple projects at various stages of completion with multiple deadlines in an organized and efficient manner. Effective oral, written and interpersonal communication skills in the English language. Have an entrepreneurial spirit anticipating and tackling tasks without being asked in a high-volume work environment. Ability to work effectively as part of a team and individually with little supervision and instruction. Must be willing to work outside of normal business hours, including overtime and on rare occasions nights and weekends.

Education and Experience

High School Graduate required. 1 to 3 years work experience in an administrative role, preferably in real estate, paralegal, title/escrow, banking or lending environment.

Physical Demands, Work Conditions and Environment:

- Location of job requires working in a usual office environment, with occasional exposure to outdoor elements.
- Should be able to climb stairs on a regular basis. Office is located on a 2nd floor with no access to an elevator. ADA accommodations may be made on request.
- Ability to lift and carry up to 10 pounds.
- Office provides stand up desk or traditional sitting desk as options for workspace.
- May view a computer screen for long periods of time, as well as concentrate and focus eyes and mind on details for sustained periods.
- Frequent use of hands in performing computer work where repetitive motion may occur.
- Ability to speak, hear and have clear and close vision.
- Must have access to a reliable vehicle and ability to operate a motor vehicle on an occasional basis.

Eligibility Requirements:

- Must be at least 18 years of age.
- Must be willing to submit to and pass a background investigation; any offer of employment is conditioned upon the successful completion of a background investigation, including but not limited to: Driving Record, Criminal Background, Reference Check, etc.
- Must be willing to submit to and pass a drug and alcohol screening.
- Must have unrestricted work authorization to work in the United States.

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Additional duties may be added or altered at the discretion of management.

Green Street Housing believes that all persons are entitled to equal employment opportunity and does not discriminate against nor favor any employee or applicant because of race, color, religion, sex, national origin, age, military or veteran status, disability, marital status, genetic information, actual or perceived sexual orientation or any other characteristic protected by federal, state or local law. Furthermore, Green Street Housing will make reasonable accommodations to known physical or mental limitations of an otherwise qualified employee or applicant with a disability, unless the accommodation would impose an undue hardship on the operation of our business.

Nothing in this job description is intended to be interpreted or meant as an expressed or implied contract of employment. As an employee of Green Street Housing, employees are employed AT WILL. As an AT WILL employee, employees have the right to leave the Company and the Company has the right to terminate employment and compensation, with or without cause and with or without notice, at any time.

Signature

Date