



DEVELOPING THRIVING COMMUNITIES

**Real Estate Dev Administrative and Contracts Coordinator**  
**(Salary Range \$46,350 – 63,000 with benefits + flexible schedule)**  
**Hybrid (remote + onsite hours)**

DevNW and our CDFI partner, Community Lending Works (CLW) are fostering vibrant, inclusive communities by prioritizing housing, asset development, wealth building, and small business development. To do this work, we are deconstructing pervasive systems of oppression such as racism, classism, or sexism that maintain persistent disparities and perpetuate deep imbalances in power, opportunity, and wealth.

**The Administrative and Contracts Coordinator’s critical contributions to this work are the following:**

- **Assist DevNW to successfully develop and preserve affordable housing by planning for, organizing, managing, and processing a wide variety of complicated document-based transactions, including funding applications, land use applications, real estate purchases, and financial “closings,” weekly/monthly/quarterly compliance reporting, etc. including frequent use of online file sharing and reporting systems.**
- **Ensure DevNW stays in compliance with all funding and regulatory compliance by ensuring the timely submission of accurate and thorough reports;**
- **Keep the Real Estate Development and Asset Management teams operating efficiently by organizing and maintaining intuitive, easy-to-navigate shared files, shared calendars of application and reporting deadlines, and other critical organization tools.**
- **Ensure strong collaboration and efficient, shared progress toward deliverables on all real estate projects by providing clear and timely communication across a wide variety of internal and external partners, including the DevNW finance team, jurisdictional partners, funders, general contractors, lenders, real estate agents, attorneys, etc.**

**To excel in this position, you will need these essential lenses:**

- A desire to contribute to affordable housing and social justice work by utilizing your organizational skills, detail orientation, and love of checklists on behalf of the larger team;
- An understanding that the details matter – profoundly; that complicated projects are only as strong as the detail-oriented organization supporting them; and that an entire real estate project can be knocked off-budget and off-schedule by a single missed item in a 45-step process;
- Belief that a strong leader of any process knows when to “manage up” and when to step back to rely on others’ expertise (and utilizing the learning moment to increase your own knowledge).

**It is CRITICAL that you have...**

- 3-5+ years of experience\* in managing complex applications, compliance reporting, project coordination, and/or equivalent documentation exchange processes;
- Exceptional organizational skills, attention to detail, commitment to accuracy, and adherence to deadlines;
- Significant experience with project management, process management, and/or document management;
- Excellent interpersonal communication, writing, and problem-solving skills, including the ability to gracefully but firmly manage team members who are pushing deadlines;



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- Ability to juggle multiple fast-paced, complex projects on tight timelines, including sophisticated prioritization and time-management skills;
- Ability to learn and adapt to new and different computer programs and software systems to enable efficient uploading and submission of applications and supporting documents;
- Problem-solving skills, both independently and as an integrated member of a team;
- Ability to develop and maintain a cooperative and team-oriented working relationship with a wide range of people, such as other team members and professionals from contracting firms, financial institutions, public and private funders, City and County staff, and regulatory agencies;
- Solid understanding of project flow and ability to seamlessly manage moving parts and pieces;
- Willingness to take initiative; help in other areas as needed;
- Excellent written and verbal communication skills;
- Experience working effectively across internal teams and with external funders and partners;
- Proficiency with MS Office suite, Zoom and other teleconference tech, electronic signature tools, and other technology tools;
- Ability to travel to locations across multiple counties, including a valid driver's license, the ability to be insured to drive company cars, and/or access a reliable personal vehicle (mileage reimbursement may be offered when using a personal car).

*\*can be a combination of education/field experience that demonstrates required knowledge, skills, and abilities*

**Example tasks/responsibilities for the Administrative and Contracts Coordinator:**

- Act as the primary coordinator of application processes that frequently involve input from and document coordination between 10+ partners at a time, including attorneys, lenders, and jurisdictional partners;
- Communicate with internal and external members of the project team to ensure an accurate understanding of deliverables, track progress, resolve discrepancies and disagreements, send reminders, convene group meetings when warranted, gather signatures, etc.;
- Oversee project and application calendars and ensure completion on schedule;
- Create and manage comprehensive electronic files and documentation, including managing shared files for multiple projects/applications running concurrently, any one of which can include hundreds of individual files contributed by 20+ partners;
- Develop a thorough knowledge of typical documents associated with real estate development project phases and funding applications to understand the context of the documents and key partners, anticipate next steps, and make efficient progress toward completion;
- Ensure that applications (for funding, land use, etc.) are submitted completely and on time, with the highest quality possible;
- Process confidential and critical information on a routine basis with discretion.

**It is GREAT if you have...**

- Understanding of or direct experience with legal and/or real estate documents;
- Project and process coordination experience in the fields of affordable housing, construction management, land use, civil engineering, escrow, or related fields;



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- Ability to write accessible narrative sections for grant application or compliance reports, explaining essential components of the project plan, progress to date, etc.

**It is a BONUS if you also have...**

- Basic graphic design skills to visually represent data in reports and applications;
- Bilingual skills in English/Spanish;
- Lived experience as a low-income individual and/or as a community member who has faced historical barriers to housing, asset building, small business development, etc.

**Apply for this opportunity by providing an introduction letter detailing your interest that includes the following to [careers@devnw.org](mailto:careers@devnw.org) with the subject line of “Administrative and Compliance Specialist Application.” The position will remain open until filled.**

1. Describe how your journey thus far has prepared you for the Critical Contributions of this position.
2. Detail your experience in the following areas: Describe the most complicated application or reporting process you have managed, including your role, the partners involved, challenges overcome, and what led to success.
3. Current resume

DevNW is an Equal Employment Opportunity Employer. All qualified persons are encouraged to apply. Applications for employment will be considered without regard to race, color, national or ethnic origin, religion, gender, gender identity, sexual orientation, marital status, age, disability, and any other characteristic protected by applicable law.

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job, and believe you would be the best fit, we would encourage you to apply; please use your cover letter or introductory email to explain how you will accomplish parts of the job for which you have less experience. If you are unsure whether you meet the qualifications of this position, please feel free to contact us.

**DevNW values diversity and supports a welcoming, inclusive environment where all of our employees can thrive. We value a workforce that is representative of the communities we serve.**