



**Real Estate Dev Project Coordination Specialist (Salary Range \$46,350 – 63,000 with benefits + flexible schedule) Hybrid**

**DEVELOPING THRIVING COMMUNITIES**

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 Project Coordination Specialist’s critical contributions to this role involve the synchronization of the specified knowledge, skills, and experience with the outlined responsibilities, duties, and tasks. This alignment guarantees that fulfilling these criteria empowers an employee to effectively deliver the following contributions:**

- **Serve as a coordinator of administration by implementing a system for managing complex document-based transactions ranging from funding applications to land use applications to real estate purchases to financial closings to weekly/monthly/quarterly compliance reporting.**
- **Spearhead the development and execution of submitting funding applications, meticulously crafting proposals to secure essential financial resources for project initiatives while ensuring compliance with grant requirements and deadlines.**
- **Keep the Real Estate Development team operating efficiently by organizing and maintaining team files for easy online access and navigation, shared calendars with applications and reporting due dates, and tools that advance fulfillment of administrative tasks.**
- **Foster and maintain strong collaboration and shared progress toward deliverables on all real estate projects by providing clear and timely communication across a wide variety of internal and external partners such as the DevNW finance team, jurisdictional partners, funders, general contractors, lenders, real estate agents, attorneys, and more.**

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

- Realize that efficient and responsive administration is essential for project workflows that lead to completion of development and preservation efforts for affordable housing.
- Appreciation for keen attention to details and tracking in complex projects as an entire real estate project can be knocked off-budget and off-schedule by a single missed item in a 45-step process.
- Appreciative respect for specialized knowledge provided by various contributors while not being intimidated or compromised so that difficult questions can be asked, tasks can be driven forward, and the act of coordinating is a realized asset.
- Understand that concerted, coordinated, and results-oriented teamwork is critical for project completion and effectiveness.
- Recognize and understand that the built environment is a physical and long-standing reinforcement of WHO gets to participate, benefit, and belong in a place; therefore, housing is NOT just four walls and a roof...it is an act of social justice.

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

- Minimum of 3 years of direct experience\* with project coordination, task management, and/or management of document-heavy processes, preferably in real estate, government, or finance.
- Proven experience managing complex project application submissions, compliance reporting, project coordination, and/or document control processes with multiple collaborators.



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- Exceptional organizational skills, attention to detail for accuracy, and adherence to due dates.
- Proficient in advanced communication, particularly in interpersonal interactions and written correspondence, with a focus on seeking solutions. Possesses the ability to tactfully yet firmly hold team members accountable for meeting deadlines to facilitate collective progress.
- Ability to juggle multiple fast-paced, complex projects on tight timelines with internal and external partners using prioritization and time-management.
- Ability to provide undeterred and gracious follow-up on documents, information collection, and/or tasks with folks from a variety of specialties, levels of authority, and project roles within time-sensitive parameters.
- Ability to foster a team-oriented and cooperative atmosphere with varied audiences, such as contracting firms, financial institutions, public and private funders, city and county staff, and regulatory agencies.
- Proficiency with Microsoft Office Suite, teleconference apps such as ZOOM, electronic signature apps such as Adobe Acrobat, and ability to quickly learn new applications and other technology tools, such as task management software, to effectively and efficiently complete work.
- Ability to travel to locations across multiple counties, which requires a valid driver's license, the ability to be insured to drive company cars, and/or access to a personal vehicle in the event a company car is not available.

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

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

- Coordinate application processes that involve input from and document exchange between 10+ partners at a time, including attorneys, lenders, and jurisdictional partners.
- Serve as an internal facilitator who manages and deftly weaves individual contributions into a cohesive, finished product for project submissions.
- Communicate with internal and external members of the project team to continuously affirm understanding of deliverables, track progress, support resolution of discrepancies and disagreements, send reminders, convene group meeting, gather signatures, and other process efficiencies.
- Manage project and application submission calendars while ensuring task completion is 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 coordinate team progress toward efficient completion.
- Ensure that thorough and relevant applications meet and/or exceed expectations (for funding, land use, etc.), are submitted on-time, and according to submission requirements.
- Process confidential and critical information on a routine basis with discretion.
- Take initiative and collaboratively seek solutions when a task is tracking towards delay or incompleteness.
- Implement new applications as required by funders for document submission and inform and guide team where applicable.
- Organize and prepare draft applications for team review and iteration as necessary.

**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



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management, land use, civil engineering, escrow, or related fields.

- Ability to write accessible narrative sections for grant applications or compliance reports, explaining essential components of the project plan, progress to date, etc.
- Ability to translate project specifics that could include technical or internal lingo into complex yet clear narratives for a variety of audiences.

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

- Basic data visualization skills to visually represent data graphically in reports and applications.
- Bilingual skills in English/Spanish.
- Lived experience as a member of a community that has faced historical and/or current barriers to housing, asset building, and/or small business development.

**Apply for this opportunity by providing an introduction letter detailing your interest that includes the following to [nora.cronin@devnw.org](mailto:nora.cronin@devnw.org) with the subject line of “Your Name - Administrative and Contracts Coordinator.” 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. Share a specific project where you successfully coordinated a team towards the completion of a complex application submission and/or reporting process. Highlight your role, the challenges faced, strategies implemented, and the ultimate outcomes achieved.
3. Submit your 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 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 our employees can thrive. We value a workforce that is representative of the communities we serve.**