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Brookline Housing Authority

Job posting: Development Associate

Brookline Housing Authority ('BHA') seeks a Development Associate to join our talented Redevelopment team. BHA's Redevelopment team is led by an experienced Director of Redevelopment who is responsible for the redevelopment and preservation of the BHA's portfolio of federal and state properties. The Development Associate will report to the Director of Redevelopment.

The Brookline Housing Authority is a progressive, entrepreneurial public housing authority with a 70+ year history of constructing and managing a large and valuable portfolio of affordable housing, delivering extensive services, and achieving a strong record of regulatory compliance. Its mission is to provide low-income families, seniors and people of all abilities with safe, decent, accessible, and affordable places to live in a community rich with opportunities. The BHA owns and operates nearly 1,000 units of housing with a focus on redeveloping and strategically growing this portfolio. The BHA portfolio includes 299 units of federally funded public housing, 394 units of state funded public housing and 231 units of LIHTC housing, configured in ten developments situated throughout Brookline. It also operates a 1,400+ unit Section 8 voucher program and administers Project-Based Section 8 contracts at nine special needs developments owned by non-profit sponsors. It acts as sponsor and developer of its redevelopment projects.

We are looking for a Development Associate who will work in partnership with the Redevelopment team, other BHA departments, and community and project partners to advance the BHA's affordable housing agenda through all stages of development. Responsibilities include: helping to develop and maintain project budgets, assembling financing, competitively procuring and supervising consultants, and communicating with residents, the Town of Brookline and funders.

Responsibilities: Essential functions include, but are not limited to, the following areas:

- Provide general project management support to all members of the real estate team
- Manage monthly requisitions for ongoing redevelopment projects; includes updating of development budgets, tracking sources and uses for LIHTC maximization, and delivering monthly reports to lenders
- Communicate with vendors on all matters relating to invoice collection, processing, and payment of development services
- Plan and implement competitive selection processes to secure third-party due diligence reports, third-party consultants, construction and permanent financing, and equity resources from private and government lenders and investors
- Attend and/or lead project meetings
- Manage third-party consultants to keep projects on schedule
- Conduct resident process
- Prepare federal, state and local funding applications
- Support Redevelopment Director with initial closings and permanent loan conversions

- Coordinate with property management, resident services, maintenance, finance and leased housing departments to obtain input during predevelopment and construction
- Represent BHA with residents, public officials, funders and other stakeholders
- Assist with recommendations and reporting to Board of Commissioners
- Support all other efforts relating to the BHA's Preservation Initiative and Redevelopment Program
- Provide additional support, as may be needed from time to time, to assist coworkers and help with special projects.
- Other duties as assigned

Minimum Requirements:

- Bachelor's Degree
- Exposure to financial and real estate concepts through 2+ years of relevant work experience such as planning, project management, financial analysis, or community development. Master's degree in related field (real estate, business, or planning) may substitute.
- Ability to effectively communicate in writing and in conversation with team members, senior staff and funders
- Highly organized and proficient at Microsoft Excel, PowerPoint and Word
- Financial and/or quantitative aptitude
- Experience in meeting with local officials and with constituencies from diverse backgrounds
- Experience with contract administration
- Some exposure to multifamily residential housing development
- Familiarity with Massachusetts affordable housing policies and programs a plus
- Familiarity with RAD, Section 18 and Section 8 policies and programs a plus
- Experience with the regulatory requirements of public financing for affordable housing, including Low Income Housing Tax Credits and HUD financing programs
- Ability to work independently, meet deadlines, manage multiple priorities and solve problems expeditiously
- Ability to work in a team and to contribute actively and appropriately
- Excellent employment references

HIRING PROCESS & TIMELINE

- Send your resume with a cover letter describing how your education and experience have prepared you for this position at BHA. Applications without cover letters will not be considered. Send materials to: jobs@brooklinehousing.org
- We seek to fill the position in Spring/Summer of 2022.

COMPENSATION AND BENEFITS

- Full-time, exempt, salaried position
- BHA offers a competitive salary and strong benefits package including state GIC health insurance, dental insurance, a transit stipend, education allowance, and a defined-benefit pension.
- Flex schedule option of up to 2 days working from home
- Salary: Commensurate with experience

The BHA is an equal opportunity/affirmative action, Section 3 employer. Women, BIPOC, veterans, LGBTQ, and Section 3 qualifying individuals (defined as being a public housing resident or a "low-income resident"), and persons with disabilities are strongly encouraged to apply.