



## **JOB POSTING**

### **DEVELOPMENT ASSOCIATE (Arlington)**

AHC Inc. is seeking bright, curious individuals to join its real estate development team in Arlington, VA. This position is an opportunity to direct an interest in housing or urban policy issues towards tangible solutions. AHC is a leader in the DC region in affordable, workforce and mixed-income rental housing development and has accumulated a substantial track record of completing large, complex, and innovative real estate projects. Candidates should have an interest in affordable housing and an aptitude for quantitative analysis. However, this is NOT a position that requires prior housing development experience.

The Development Associate role is broadly defined at AHC and is designed for someone looking to enter the affordable housing space, develop and strengthen skills, and provide a pathway for promotion to Development Manager. The selected individual will work closely with colleagues, assisting with the full range of tasks associated with the development process from initial concept development through zoning approvals, financing, construction completion and lease-up.

#### **Primary Responsibilities:**

- Analyze potential new projects and assist with efforts to obtain site control;
- Create development budgets and pro forma to evaluate projects' financial feasibility;
- Assist Development Managers in all aspects of the development process, including entitlement, design, financing and construction oversight;
- Create presentation materials for a variety of audiences including potential development partners, internal colleagues, and local governments;
- Draft housing project proposals for external submission;
- Maintain the Real Estate Development team's pipeline;
- Conduct research on housing policy, financing tools, and industry trends;
- Lead efforts to maintain the team's organizational systems, including some administrative tasks;
- Work with internal and external colleagues across departments including resident services and asset and property management.

#### **Minimum Requirements:**

- A Bachelor's degree in a related field (urban planning, real estate, public policy, architecture, business or finance preferred);
- A strong work ethic coupled with intense curiosity and creativity;

- The desire to take initiative and problem solve while working well within a team environment;
- The ability to juggle multiple complex projects at various points in the development cycle;
- Affinity for quantitative analysis, financial analysis and modeling experience preferred;
- Strong interest in affordable housing and a passion for creating positive change;
- Knowledge of federal, state, and local housing programs is a plus;
- Excellent oral, written, interpersonal and time management skills;

### **About AHC:**

AHC Inc. develops attractive, high-quality, communities throughout the Washington and Baltimore metropolitan areas. Over the past 40 years, the company has constructed or preserved more than 7,400 rental units. AHC has been repeatedly honored by the Housing Association of Nonprofit Developers as Developer of the Year and has been selected numerous times as one of the Best Nonprofits to work for by Nonprofit Times.

### **About the Team:**

The Real Estate Development team offers a fun, fast-paced environment in which to tackle the many challenges of real estate development while making a meaningful difference. The team is responsible for identifying, acquiring, financing, and constructing or renovating large-scale multifamily properties. We utilize a wide range of affordable and conventional financing tools, including Low Income Housing Tax Credits and Historic Tax Credits, a variety of debt products, and creative public-private partnerships to raise the necessary capital to complete innovative transactions.

### **Working at AHC**

AHC has a Hybrid Work Schedule with staff working onsite on our core days (Monday, Tuesday, and Thursday). Staff may work remotely on Wednesday and Friday.

AHC is committed to promoting Equity in our work. Systemic inequity is a reality. As such, central to our mission is that we address it in whom we hire, how we engage with the community, and with whom we partner. We strive to advance initiatives that promote more equitable access to resources for residents and neighborhoods served by AHC, and we will accelerate our mission by advancing diversity, equity and inclusion among our industry peers and business partners.

### **How to Apply:**

For immediate consideration, please email your cover letter and resume to [jobs@ahcinc.org](mailto:jobs@ahcinc.org). Please make sure to submit a cover letter when applying.

Learn more about AHC by visiting our website [www.ahcinc.org](http://www.ahcinc.org).