



**JAIR LYNCH**  
REAL ESTATE PARTNERS

## **DEVELOPMENT SUMMER ASSOCIATE JOB DESCRIPTION**

### **Primary Function**

The Development Summer Associate assists in all aspects of the development process and manages the execution of the certain tasks in the development of a Project as determined by the Development Manager and/or Development Associate. The scope of responsibilities include assisting or managing those elements of the development process assigned to the Development Summer Associate which may include due diligence, feasibility, programming, design, entitlements, financing, construction, marketing, sales and/or leasing oversight activities (including option and customization coordination), completion & opening/settlement coordination and warranty/warranty service and closeout coordination. The Development Summer Associate must be able to work efficiently in a fast-paced, multi-task environment with competing priorities and multiple project relationships.

### **Duties & Responsibilities**

- Research and track latest industry trends as directed or required for assigned projects.
- Comprehensive tracking of project data as needed for reporting (e.g. construction starts/finishes, budgeting, working with accounting to update pro-formas, scheduling.)
- Work on multi-family, commercial and/or retail mixed-use projects
- Attend design/coordination meetings
- Attend/assist operations/marketing meetings; follow-up with appropriate parties as needed with issues that arise
- Assist with easements, entitlements, off site agreements and permits
- Assisting in finance process with applications for project debt and equity
- Assist with equity/loan closings (gathering of due diligence materials)
- Miscellaneous project errands as necessary (e.g., permit offices, closings)
- Other related tasks necessary to successful project development, especially for sale communities
- Assist in managing the flow of paperwork among Development Managers and customers, clients, vendors and investors.
- Assist in processing of permits and approvals through various municipal agencies.
- Special projects as assigned.

### **Qualifications**

- Either completed and/or working towards a post baccalaureate degree in a real estate development related field (i.e. Engineering, Architecture, and/or Business).
- Demonstration of some relevant experience or interest in real estate or economic development.
- High degree of organizational skills and problem-solving ability; specifically the ability to work as self starter especially as it relates to calling on resources outside the company.



- Resourcefulness in finding information and answers from within and outside the company.
- Respect for details and ability to execute them at a high level without micro supervision.
- Ability to prioritize/execute to achieve desired company and project goals with prudence and sense of urgency.
- Collaborative approach and respectful relationship style with both colleagues, consultants and third party service providers.
- Articulate communication – verbal, pictorial, numerical – as relevant to the development process.
- Excellent telephone etiquette, communication and organizational skills, as well as excellent written and verbal communication skills.
- High level of organization with customer information.
- Desire to learn and professionally grow.
- General relevant computer skills including Microsoft Word, Excel, PowerPoint and Project.
- Desire to invest your passion and commitment to a vision you feel you can embrace and learn and grow a career in real estate development.
- A willingness and flexibility to do “whatever it takes” to learn the business; a strong team player.
- Strong references and submit to/pass a complete background check.

***Jair Lynch is an equal opportunity employer.***