



### **About Affirmed Housing**

Headquartered in San Diego for 30 years, Affirmed Housing is dedicated to improving and sustaining residential life for Californians through the development of affordable housing. The company aims to enhance communities and our environment by building and operating vibrant, professionally-managed, eco-friendly, affordable multifamily housing. Affirmed guides its award winning projects through site selection, design and permitting, financing, construction, and operations by leveraging its extensive knowledge of public and private investment, including low-income housing tax credit and tax-exempt bond financing. The company has sourced nearly \$3 billion for affordable and supportive housing developments throughout the state, with over 5,000 homes produced in 73 apartment communities. For more information, visit [www.affirmedhousing.com](http://www.affirmedhousing.com).

### **Responsibilities:**

- Assists and provides project management support from acquisition through project completion to Director of Development and Project Managers
- Assists in the research, identification and acquisition of properties suitable for development.
- Assists in the creation and analysis of project proformas
- Assists in the management of consultants
- Manages, prepares and submits funding applications to public agencies including but not limited to TCAC, CDLAC, CalHFA, HUD and local city and county agencies
- Assists in due-diligence for construction and permanent loan closings
- Assists with project budgeting, accounting, budget reconciliations, and cash management.
- Maintains project task lists and schedules
- Provides administrative support to Project Managers and the Development Division
- Provides contracting and change order support
- Performs other duties as needed to contribute to Affirmed's ongoing success

### **Qualifications:**

- Bachelors degree preferred, but may be substituted with applicable experience
- Prior experience in multi-family real estate development is required, and prior experience in affordable housing development or finance is a plus
- Prior experience in either grant writing or funding applications is a plus
- Need to enjoy and be proficient at writing and financial analysis
- Expertise required in MS Excel, Project, Word, PowerPoint, and Outlook
- Must be organized, work well under pressure, and be a self-starter and team player
- Must have strong interpersonal communication skills and enjoy working with people

### **Compensation:**

- Depends on experience and ability to contribute – competitive salary, bonuses and benefits

Please submit cover letter and resume to [mellody@affirmedhousing.com](mailto:mellody@affirmedhousing.com)