

## **POSITION ANNOUNCEMENT – Development Associate - Rochester, NY**

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### **Company Overview**

PathStone is a visionary, diverse organization empowering individuals, families and communities to attain economic and social resources for building better lives. Begun in 1969, PathStone is a private, not-for-profit regional community development and human service organization providing services to farmworkers, low-income families and economically depressed communities throughout New York, Pennsylvania, New Jersey, Ohio, Indiana, Vermont, Virginia and Puerto Rico.

**Our Mission** is to build family and individual self-sufficiency by strengthening farmworker, rural and urban communities. PathStone promotes social justice through programs and advocacy.

### **Position Summary**

To provide assistance to developers in all aspects of developing affordable housing projects...from financing and permit applications through construction and closings. The position will work directly with real estate developers to provide support and assistance with funding applications, site plan and other required approval, project management and project closeout. The position will report to the Senior Vice President of Real Estate Development.

### **Requirements**

- B.A. degree or paralegal training and experience in one or a combination of the following fields: housing & community development, rural community and economic development, non-profit housing & community development management & administration, accounting, housing, real estate, finance or title work.
- Position requires a minimum of 5 years administrative experience and/or commercial paralegal work with demonstrated knowledge of real estate transactions.
- Financial analysis and computer competencies are required.

### **Responsibilities**

- Defines steps / methods / procedures for fulfilling an identified project / program / policy or management objective.
- Monitors budgets during pre-development and development phases.
- Develops procedures to achieve objectives of the real estate development program on a multi-county level.
- Conducts formal training with prepared materials directed toward other staff, participants, board members, and external groups.
- Preparing and obtaining documents required during planning and construction including financing and permit applications, as well as for project closings.  
For example, this may include obtaining survey, title, appraisals, SHPO review, and cost certification.
- Create and maintain checklists and project timetables.
- Meet development reporting requirements and prepare drawdowns along with construction draws.
- Prepare elements of application documents.
- Organize meetings and conference calls. Prepare minutes of client meetings.
- Maintain professional communication with clients and assist developers in responses as needed.



- Organize and maintain central file system for all development projects.
- Responsible for serving as liaison with financial institutions, and funding agencies related to housing programs as determined appropriate.
- Research of various items from past projects for finance, auditors and property management.
- Assists Deputy of Housing Administration in maintaining Projects in the Pipeline and Completed Projects lists.
- Maintains Corporate Entities.
- Responsible for online registrations that impact funding applications that include Grants Gateway, System for Award Management (SAM), Dun & Bradstreet, etc.
- Maintains developer fee spreadsheet.
- Community Development OnLine (CDOL) Management.
- Maintains forms, documents and other necessary items for compliance.

**Specifications**

Requires flexible work hours, including regular overnight and out-of-state travel. There is minimal risk of exposure to hazardous building materials or disease agents.

PathStone provides a competitive salary and fringe benefit program. The position is available immediately.

Base salary has a significant range based upon demonstrated experience and qualifications.

To apply, please email a detailed cover letter and resume to:

Joshua Sankowski, Deputy of Housing Administration  
 PathStone Corporation  
 Address: 7 Prince Street  
 Rochester, New York 14607  
 Email address: jsankowski@pathstone.org  
 Phone: 585-340-3370

*Individuals interested in applying for this position must submit a resume to the above listed on or before: 5/14/2017*

**Authorization Number: 078-17**

Year Round:   
 Seasonal/Temporary:   
 Full Time:  # of hours/wk 40  
 Part Time:  # of hours/wk     

Budgeted Project Code(s) for the Position:  

PDC-NY	% <u>100</u>
	% <u>    </u>
	% <u>    </u>
	% <u>    </u>

