

POSITION DESCRIPTION

Job Title:	Associate
Department/Business Line:	Housing Team
Location:	California
Status:	Full-Time, Exempt
Updated as of:	May 2021

Company Overview

LeSar Development Consultants is a social innovation firm that assists our clients with growing healthy, sustainable, and vibrant communities. Our mission is to end the housing affordability crisis and homelessness in California and beyond. We provide creative solutions to complex problems with our expertise in housing, homelessness, resiliency, and community and economic development. Our clients include public agencies, non-profit organizations, foundations, utilities, business associations, and other stakeholders looking to create physically and economically sustainable communities.

Summary of Position

This position will play a key role in supporting the Housing Team in its efforts to develop and execute meaningful, actionable initiatives to solve the housing affordability crisis. With direction from the Team Leads, this position is responsible for assisting with the development, implementation, and on-going management of client initiatives and projects.

This role supports systems change work in housing development, finance, policy, land use, public-private partnerships, and the development and implementation of cross-sector innovations.

LeSar Development Consultants is headquartered in San Diego, and has staff located in Los Angeles, the San Francisco Bay Area, and beyond. This position will work remotely for the foreseeable future.

Critical to succeeding in this role is having demonstrated basic to intermediate level experience, skills, and success/aptitude in:

- 1) One to three years of prior work experience in housing development and/or finance (preferred), housing policy, land use planning, or closely related fields.
- 2) Basic to intermediate level subject matter knowledge in at least two subject matter areas related to addressing the housing affordability crisis which may be derived from a combination of work experience and academic coursework in housing development, finance, or policy.
- 3) Basic to intermediate level skills in research, writing, project management; community group facilitation; and creating and delivering engaging presentations to public and private sector leaders.
- 4) Commitment to further deepening the ways in which we center equity within our firm and in our work with our clients and partners.
- 5) Prior internship and/or work experience in affordable housing development/finance/policy environment a plus.
- 6) Experience in work centered in racial justice and/or equity a plus.

Essential Duties and Responsibilities

Client Work

1. Evaluate and underwrite real estate opportunities and existing projects with a focus on affordable housing.
2. Apply knowledge and experience with affordable housing programs to assess opportunities and feasibility of affordable housing development and/or new policies and strategies to achieve housing affordability outcomes.
3. Assist in developing policies, programs, practices, and tools to facilitate client engagement.
4. Support and facilitate meetings and workshops to help clients identify and realize their goals, aspirations, opportunities, and challenges.
5. Work in collaboration with subject matter experts to develop trainings and toolkits for clients.
6. Research and write reports incorporating findings and recommendations to clients.
7. Research, understand, and application of current housing finance regulations, including CTCAC, CDLAC and HCD programs as an internal and external resource.
8. Present findings and recommendations to clients and their stakeholders and engage them to understand their response and assess resulting opportunities and challenges.
9. Manage budgets, teams, and subcontractors, ensuring successful project completions.
10. Maintain ongoing communications with internal team members, clients, and external stakeholders as appropriate to fulfill contractual obligations within budget and schedule constraints.
11. Prepare monthly project reports for designated clients as part of operations invoicing process.
12. Represent the firm in a professional manner externally and internally.
13. Analyze quantitative and qualitative data to understand firm and client opportunities in the context of the political, social, economic, and technological environment.
14. Assist in conducting business development, collaborating with other teams to prepare written proposals and participate in meetings to maximize impact and revenue opportunities for the firm.
15. Contribute articles and updates in areas of focus for firm newsletters and social media posts as authorized by senior management.
16. Attend regular all-staff and team meetings as required.
17. Perform other duties as assigned entailing being in service to the firm.

Required Qualifications

Subject Matter and Technical Competencies

- Basic/intermediate level knowledge of:
 - i. Best practices in affordable housing policies and programs.
 - ii. Intermediate understanding of real estate development and housing finance.
- Principles and practices of business communication and correct use of the English language including spelling, grammar, and punctuation.
- General technology applications and specific applications including Microsoft Outlook, Teams and/or Zoom, Word, Excel, and Power Point applications.
- Strong writing and public presentation skills.

External Market Facing Competencies

- Write clear, concise, comprehensive, and effective reports.
- Basic/intermediate level ability to communicate policies to diverse public and private organizations and individuals.
- Practice advocacy, public and government relations skills with respect to a wide variety of issues related to housing.

Internal Facing Competencies

- Capacity to work and communicate effectively orally and in writing and independently from a remote work setting.
- Ability to remain calm and effective while working under pressure to meet multiple deadlines and short time constraints.
- Ability to establish priorities and meet multiple deadlines.
- Ability to organize work, set priorities and exercise sound judgment within areas of responsibility.
- Ability to handle sensitive information in a professional and confidential manner.
- Work cooperatively with staff from other teams and organizations.

Education/Experience: Bachelor's degree or Master's degree (preferred) with major coursework in real estate, finance, urban planning, public policy, or related concentration from an accredited college or university.

Physical Demands: While performing the duties of this position, the employee is regularly required to sit, use hands, use a laptop computer, communicate via telephone, reach with hands and arms, and in a post-COVID-19 environment to travel on public transportation, by car, ride share, train and airplane. Reasonable accommodations may be made to enable individuals with physical disabilities to perform the essential functions.

Travel Expectation: In a post-COVID-19 environment, person in this position will be expected to travel to San Diego at least twice annually, and to be available for travel within California for day trips up to 10% of the work time. Ability for overnight travel in both California and nationally at least 10% of the time including occasional overnight stays of 1 to 2 nights at a time a plus but not required.

Physical Demands: While performing the duties of this position, the employee is regularly required to sit, use hands, use a laptop computer, communicate via telephone, reach with hands and arms, and in a post-COVID-19 environment to travel on public transportation, by car, ride share, train and airplane. Reasonable accommodations may be made to enable individuals with physical disabilities to perform the essential functions.

Compensation and Benefits

- Associate Level 1-3 Salary DOQ ranging from \$50,000-\$80,000 annually
- Participation in firm's medical, dental, vision, long-term disability, and life insurance plans with firm contributions of up to \$500 per month
- Participation in the firm's 401(k) plan, with firm contributions of 3% of your compensation per plan year (subject to vesting requirements)
- Reimbursement of up to \$40 per month for cell phone costs and up to \$72 per month for commuting to work via public transit
- 10 paid holidays per year
- Paid time off equivalent to 15 days per year

Application Process

Submit the following materials to careers@lesardevelopment.com. No phone call, please. We will get back to you via email as soon as we can.

- 1) Cover letter indicating:
 - Interest in the position
 - Relevant skills and experience
 - Available start date and number of hours available per week
- 2) Resume
- 3) 2-3 professional or academic references
- 4) Writing sample and/or presentation sample