

ROSEWOOD

DEVELOPMENT ASSOCIATE

Job Description

February 2023

About Rosewood

Rosewood Strategies LLC (“Rosewood”) is an integrated real estate development company focused on strategic development opportunities in the Washington, DC metro area. Founded in December 2017, Rosewood’s goal is to grow a unique and dynamic enterprise that manages the revitalization of emerging neighborhoods, creates and preserves affordable and workforce housing, assists non-profits seeking real estate advice, and supports development of space for early entrepreneurs in the arts, retail, and food and beverage.

Primary Functions

The Development Associate will assist Senior Development Staff with overall project execution of ground-up development projects. Project execution will include management of acquisitions related due diligence, underwriting, programming, design, entitlements, financing, construction, completion, delivery, warranty, closeout, and leasing.

The candidate has a superior academic record of performance and proven excellence in quantitative, analytical, composition, and communication skills. This position will assist the CEO and the larger Development Team in all aspects of the development processes required to execute on complex urban projects, including acquisition, financing, zoning/entitlements, design, permitting, construction, leasing, delivery, and disposition.

Development Associates are responsible for the daily operation and advancement of ground-up development projects. Development Associates must have superior time management, quantitative, and problem-solving abilities. Development Associates will encounter a variety of workflows including high-level decision making, project coordination, and organization.

Principal Responsibilities

- Manage internal communication and documentation systems, database management, information management, and back-office support to ensure efficient project and company operations.
- Assist with maintenance of project related financial systems, including accounts payable, budgets, and financial reports.
- Be the first point of contact in handling company inquiries and provide quick follow-up through external communications systems.
- Complete marketing related responsibilities and tasks that include project marketing materials and project status reports.
- Be a strategic partner to the leadership team and take on responsibility for the development of best practices and plans that will support the company’s cultural and business objectives.
- Identify and track opportunities for real estate, finance, and design-based speaking engagements, professional development, continuing education, accreditation, and training programs.

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- Coordinate and attend design and construction meetings.
- Create and maintain financial pro formas.
- Manage RFP and contracting process for architects, engineers, general contractors, and other consultants and present recommendations to the Senior Team.
- Assist in the contracting of various consultants, contractors, and vendors and manage the design and construction team throughout the development process.
- Review contractor, consultant and vendor invoices for accuracy and compare to applicable proposals/contracts.
- Prepare and monitor construction budgets, including preparation of monthly loan draw packages and lender and/or investor reports.
- Manage the process of obtaining project entitlements and permits.
- Create and track project schedules and monitor progress and delays and maintain critical path.
- Create and keep project-specific economic models up to date.
- Perform independent research and regularly communicate with brokerage firms and other research outlets to monitor and analyze market trends and report to team on relevant macro and micro economic changes in the marketplace.
- Assist with the preparation of investor presentations and periodic reporting materials.
- Prepare ad hoc partner-level reports and analyses.
- Draft, maintain, and circulate meeting minutes to project teams.
- Coordinate weekly project check-ins and prepare monthly internal accomplishments reports.

Competencies

- Strong financial, interpersonal, and analytical skills.
- Ability to work as part of a team in an entrepreneurial environment.
- Great attention to detail, work ethic and administrative skills.
- Sound judgement.
- Excellent oral and written communication skills, ability to present recommendations and interact with the senior management, investors, and lenders.
- Culturally aware.
- Intellectually curious.

Education /Experience Preferences

- Bachelor's degree from an accredited university or college required
- 2-4 years of relevant experience in finance, acquisitions, construction, banking, or accounting preferred.
- Exceptional knowledge of Microsoft Office (Excel, Word, Project)

Job Type

- Full-time

Range

- \$80,000 - \$100,000 per year + annual performance bonus

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Benefits

- Majority Remote Work
- Holidays + 3 weeks paid time off
- Professional development allowance
- Health insurance + dental insurance reimbursement