

Position Description

Job Title	Affordable Housing Associate, Housing Team
Job Classification	Associate 1
Location	Remote, preference for San Diego, second preference California, must be within US.
Reports to	Housing Team Finance and Development Unit Lead
FLSA Status	Full-Time, Exempt
Updated as of	February 16 th , 2023

Firm Overview

LDC 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, nonprofit organizations, real estate developers, foundations, utilities, business associations, and other stakeholders looking to create physically and economically sustainable communities.

The Affordable Housing Associate in the Finance and Development Unit within the Housing Team will help strategize, create, and execute client-focused scopes of work primarily focused on affordable housing development, finance, and feasibility.

The Role

- Help **analyze** the opportunity, feasibility, and risks of developing affordable housing on a particular site(s), such as underutilized state-owned excess land.
- Help clients **expand** into new geographies and programs.
- **Coordinate** multi-site affordable housing development projects.
- **Assist** stakeholders such as local governments implement, monitor, and improve affordable housing funding programs.
- **Project-manage** affordable housing real estate projects.

What You Will Accomplish

- **Strategize** – Collaborate with colleagues and clients to help shape client-focused scopes of work. Help define the opportunity that addresses the problem.
- **Create** – Design and develop public-private partnerships. Help develop the approach that maximizes the opportunity and effectively addresses the problem.
- **Execute** – Make it happen. Implement the designed approach.

Your Contributions and Responsibilities

Your working time will fall into 4 categories, and each is associated with a percentage allocation. Essential duties and responsibilities may include the following and other duties may be assigned.

Client Work – 80%

- Analyze the feasibility of various affordable housing real projects, including pro forma analysis, reviewing relevant regulations, and presenting findings in a clear written and/or verbal format.

- Create process- and client-focused deliverables which clearly articulate a project plan and facilitate tracking execution and progress toward a shared goal.
- Help envision and project-manage the implementation scopes of work; coordinate a team around giving input, including your own. Apply project-management skills to the creation of programs and tools that seek to address California’s housing affordability crisis.
- Consider sets of facts through the lens of the client’s vision of success, comparing developer-provided proposals and statements of qualifications to requirements and scoring for same.
- Support and facilitate meetings, trainings, and workshops to help clients identify and realize their goals, including scheduling, note-taking, and following up on next steps.
- Coordinate client deliverables and schedules, working with multiple stakeholders and competing deadlines to keep projects on-track.
- Maintain ongoing communications with internal team members, clients, and external stakeholders as appropriate to fulfill contractual obligations within budget and schedule constraints.
- Utilize project-management software such as ClickUp to help manage deliverables and timelines.
- Represent the firm in a professional manner externally and internally.

Professional Development – 10%

Advancing one’s knowledge of affordable housing will be a critical success factor for this role. Associates are expected to continually advance their knowledge regarding a particular topic(s) within the field of affordable housing, and to apply that knowledge to further both their professional growth and the success of the company. This can be accomplished and is supported in a few ways, including but not limited to:

- Attending webinars.
- Reading articles, publications, and published reports.
- Listening to industry-relevant podcasts.
- Informational interviews with industry practitioners.
- Learning about topics within the field of affordable housing may which interest you.

Business Development – 5%

- Assist in conducting business development by collaborating with others to prepare written proposals.
- Participate in meetings to maximize impact and revenue opportunities for the firm.

Administration – 5%

- Meetings - including one-on-one weekly meetings with supervisor, bi-weekly Housing Team meetings, and monthly staff meetings.
- Time Tracking – as a consulting firm, our associates keep track of how time is spent and enter data daily online (5 minutes/day mandatory).
- Other “paperwork” or non-billable tasks.

Your Skills

- Remain calm and effective while working under pressure to meet multiple deadlines and short time constraints.
- Organize work, set priorities, and exercise sound judgment within areas of responsibility.
- Handle sensitive information in a professional and confidential manner.
- Communicate clearly and effectively orally and in writing.

- Work cooperatively with staff from other teams and organizations.
- Support internal project teams effectively.
- Cultivate and manage relationships with existing and new clients, representing LDC in a professional manner and evaluate the needs of prospective and current clients in an effective manner.

Your Background and Qualifications

- Basic-level proficiency with Microsoft Office, including Excel, Word, and PowerPoint.
- Master's Degree preferred; Bachelor's degree required. Degree must be from an accredited college or university with major course work in business, economics, real estate, urban studies/planning or public policy.
- Familiarity with affordable housing finance, project financial proformas, current policies/programs and funding sources is preferred but not required.
- Proficiency with web-based project management tools such as ClickUp or Asana is also preferred but not required.

Where / When / How Much

LeSar Development Consultants (LDC) is headquartered in San Diego, with staff throughout California and nationally. This position may be performed remotely from anywhere in the United States, with a preference for California. The position may make use of the San Diego office headquarters, to the extent doing so is desired and office space is available.

In all cases, the Associate must keep Pacific Time working hours – be generally available for meetings and phone calls from 8:00 am to 5:00 pm Pacific Standard/Daylight Time regardless of time difference.

Salary: \$75,000-\$81,000 annually

The Benefits of Joining Our Team

- Participation in the firm's 401(k) plan, with firm contributions of 3% of your compensation per plan year (subject to vesting requirements).
- Participation in firm's medical, dental, vision, long-term disability, and life insurance plans with firm contributions of up to \$500 per month.
- Reimbursement of up to \$100 per month for cell phone and/or home office Internet expenses and up to \$25 per month for home office supplies.
- 11 paid holidays per year.
- Request paid time off as needed.

Position Reports to

[Gabriel Speyer](#)

To Apply

Submit a resume directly to careers@lesarholdings.com

LeSar Development Consultants (LDC) is an equal opportunity employer. Employment decisions are based on needs, job requirements, and individual qualifications without regard to race, ethnicity, religious belief, national origin, gender identity and/or expression, age, disability status, medical history, sexual orientation, marital or family status, past or present military service, or any other status protected by the laws or regulations in the State of California. LDC is also committed to affirmative action in the hiring of staff and encourages employment applications from people who are representative of the culturally and ethnically diverse communities that we serve. Limited visa sponsorship opportunities are available depending on the position.