



Development Support Associate- Boston, MA

The Community Builders, Inc. (TCB) is one of the leading nonprofit developers of mixed-income housing in the United States. Our mission is to build and sustain strong communities where people of all incomes can achieve their full potential. We realize our mission by developing, financing and operating high-quality housing and implementing neighborhood self-help initiatives to drive economic opportunity for our residents. Since 1964, we have constructed or preserved over 320 affordable and mixed-income housing developments and secured over \$2.5 billion in project financing from public and private sources. Today, we own or manage more than 10,000 apartments in 14 states and Washington, D.C. We are headquartered in Boston with regional hubs in Chicago and Washington. Due to anticipated growth and ongoing needs, we are searching for a Development Support Associate to join our team.

Position Description:

Based in the Boston corporate office as part of the Development Support team, the Development Support Associate will work independently on various projects that support Development field personnel in executing their work. Projects may include but will not be limited to work in the Opportunity Contracting and Hiring program, various lending programs, and training and organizational development activities.

Essential Functions:

- Document (and support field personnel in documenting) outreach efforts in support of Opportunity Contracting & Hiring program goals
- Work with team members, field personnel, and external consultants to develop tools, procedures, and systems to support Opportunity Contracting & Hiring efforts
- Review and verify compliance with program rules and internal policies and procedures with respect to various programs (including the New Market Tax Credit program)
- Work independently and with other team members to develop, refine, and document business processes
- Communicate with field personnel regarding the roll out and consistent implementation of business processes and systems
- Work with Accounting and other corporate functions to better support field personnel
- Analyze program requirements for government and private sector grant and financing programs
- Collaborate with other team members in the preparation of funding applications
- Perform periodic quality control reviews to maintain data integrity in various systems
- Prepare reporting to meet various program requirements

Knowledge, Skills and Abilities:

- Ability to work independently
- Ability to communicate effectively both orally and in writing
- Basic knowledge of affordable housing and community development
- Facility with Microsoft Office applications, particularly Excel
- Ability to collect, manage, and analyze various types of data

- Ability to work collaboratively with a variety of internal and external parties

Education & Experience:

- *2-4 years of related experience*
- *Undergraduate degree or equivalent experience or training*

The Community Builders, Inc. is committed to ensuring diversity in its workplace, and candidates from diverse backgrounds are strongly encouraged to apply.

Apply Here: <https://home.eease.adp.com/recruit/?id=8544801>