



Monarch Housing Associates
Experienced Housing Development Consultant
Job Description
Job Location: Cranford, NJ

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General Description:

Monarch Housing Associates, Inc. is a premier, state-wide non-profit housing consulting company based in Cranford, New Jersey. **Monarch's mission is to expand the supply, accessibility and variety of affordable and supportive housing through development, planning, advocacy and partnerships.**

Monarch has 30 years of experience working with clients to develop affordable and mixed-income rental housing for seniors, families and persons with special needs. Our clients include private developers, housing authorities, senior housing associations, hospitals, social service agencies, non-profit organizations and municipalities. As a result of Monarch's work, more than 3,500 units of affordable rental housing have been created and/or preserved in New Jersey.

Position Summary:

As a member of Monarch's Housing Development Team, the Housing Development Associate will assist in the day-to-day management of affordable housing development projects and will provide support in all phases of development including acquisition, feasibility analysis, design, land use approvals, securing financing, construction and initial leasing/marketing.

Key responsibilities include, but are not limited to:

- Coordinate due diligence for development projects.
- Prepare project development and operating budgets.
- Compile and submit funding application packages (grants, loans, low income housing tax credits).
- Coordinate loan and equity closings.
- Prepare disbursement requests and monitor construction cash flow during construction.
- Other duties as assigned.



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Qualifications and Requirements:

- Minimum Bachelor's Degree.
- Minimum 3 years of experience in the housing development, or related, field.
- Interest in and familiarity with the affordable housing development process.
- Energetic, organized and highly motivated person with ability to work independently and collaboratively. Flexibility and willingness to do a variety of tasks.
- Ability to perform a variety of duties and responsibilities with consistent accuracy, attention to detail, and speed under the pressure of time-sensitive deadlines. Must be able to take initiative, analyze assignments, identify sub-tasks, prioritize, and keep various assignments moving simultaneously.
- Excellent interpersonal, verbal and written communication skills.
- Proficiency in Microsoft Office (Word, Excel).
- A strong work ethic, integrity, and the highest ethical standards.
- Sensitivity to varying cultural, ethnic and social backgrounds, values and attitudes.
- Possess a reliable car and valid driver's license; willingness to travel within New Jersey.

Compensation: \$70,000 for experienced Associate. Full benefits package available, including Health, Dental and Vision insurance, 401K, 401K match, generous time off, professional development opportunities.

Monarch is an Equal Opportunity/Affirmative Action Employer

Send cover letter and resume to:

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