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| |  |  |  | | --- | --- | --- | | **Job Category:** Real Estate Development **Job Title:**  Development Associate  **Job Location:** Belair, MD  Responses go to Jeff Paxson: [jpaxson@pax-edwards.com](mailto:jpaxson@pax-edwards.com)   |  | | --- | |  | |  | |
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**Pax-Edwards**

Pax-Edwards, LLC (PAX) is one of the largest new developers of affordable housing in the mid-Atlantic region. PAX was founded 5 years ago and over that time, PAX has developed or redeveloped 16 communities totaling over 1,000 units and $280 mil in development. Additionally, PAX has over 500 units in the development pipeline and is continuing to grow. With offices in Annapolis and Belair, PAX is seeking to grow and improve its staff with the addition of a development associate in Belair, MD.

**Position Summary**

The Development Associate will be exposed to real estate development from inception through construction completion and lease-up. The Development Associate will gain exposure to external team of financiers, architects, designers, engineers and contractors. The Associate will have the opportunity to attend external and internal meetings – including meetings with company executives - and education sessions, visit construction sites, and participate in all aspects of the design process. The Associate will simultaneously participate on multiple projects in varying stages of development. This position expects strong financial skills, strong attention to detail in all work and effective written and oral communication.   
  
Duties and Responsibilities:   
  
- Drafting, editing, assembling, and finalizing - under the direction of a senior member of the development team - multiple, professional responses to Requests for Proposals and/or Qualifications in the pursuit of new business opportunities   
- Preparation of applications for local, state and Federal funding sources.   
- Preliminary financial modeling and market analysis and due diligence to determine the economic feasibility of a project   
- Supporting development team on due diligence for financial closings   
- Coordination of project meetings, responsible for meeting logistic and preparation   
- Timely follow-up of land-development approval process   
- Create and maintain overall project schedules for finance, design, approvals and construction.   
- Market research and “shopping” of comparable properties in markets where Pax-Edwards is seeking new development opportunities   
- Timely preparation of quality correspondence, applications, proposals and reports   
Requisite Abilities and Accomplishments   
- Strong analytical ability   
- Experience in composing on-message PowerPoint presentations   
- Demonstrated ability to work under pressure exercising sound judgment, prioritizing demands and responding with composure to a fast-paced environment with high-energy leadership   
- Proficiency in Outlook, Microsoft Office including Word, PowerPoint and Excel   
- Demonstrated punctuality and respect for other’s time   
- Accuracy – with an attention to detail - and speed in task execution   
- Strong work ethic and exceptionally high work standards   
- Good judgment and professionalism   
- Ability to prioritize demands and respond with composure to a fast-paced environment with high-energy leadership   
  
Required Education and Experience:   
  
- Full-time enrollment in Bachelor's or Master's Degree program at an accredited college or university   
- Major or concentration in Real Estate, Finance or Business or related area   
- Overall GPA of 3.0 or higher