

Real Estate Development Associate

Maloney Properties is seeking a Development Associate to provide assistance and support to the Vice President of Development. Projects are created through acquisition and development opportunities and include both market and affordable housing with attendant/ancillary space to support the success of the development venture.

This is a fantastic opportunity for an emerging professional looking to embark on a career in real estate development. This position is based in Wellesley, MA but does require a valid driver's license and vehicle as travel may be required. Responsibilities include:

- Provide assistance with project initiation, feasibility analysis, permitting, design, financing, construction, and start up.
- Perform functions such as updating the project schedule, taking minutes at meetings and coordinating communication with the project team.
- Establish and maintain positive relationships with clients, local and state agencies, private parties, other non-profit organizations, or other entities necessary to complete projects
- Keep an open line of communication with the project participants to ensure projects meet benchmarks.
- Assist with the coordination of permitting, zoning and environmental review for projects as required
- Support project team in the coordination of financing closings
- Assist with the preparation of requisitions for funding.
- Other duties as assigned.

Qualifications

- A Bachelor's degree in a related field is required. An advanced degree is preferred.
- Excellent communication and organizational skills with strict attention to detail.
- Strong Microsoft office skills to include, Word, Excel, PowerPoint, and Outlook.
- Strong administrative skills, ability to prioritize, delegate, and meet deadlines.
- Excellent writing and presentation skills.
- Demonstrated experience managing multiple projects simultaneously

Maloney Properties handles a diverse range of projects. We are committed to our clients, our constituents and we maintain a sense of strong enthusiasm for how our work contributes to the built environment. Maloney Properties is an Equal Opportunity Employer.

Maloney Properties, Inc. specializes in the management and marketing of large residential properties. Currently, Maloney Properties is involved with over 90 housing developments containing over 9,000 units of housing. These properties, consisting of townhouse communities and luxury high-rise developments are primarily located in Boston, and the Greater Boston area. Maloney Properties, Inc. also manages several large residential communities in the States of Vermont, Rhode Island and New Hampshire.

At Maloney Properties, we offer our employees a competitive salary and benefits package that includes a 401(k) plan, medical and dental insurance, life and long-term disability benefits, paid

sick time, paid company holidays and paid vacation, recruitment bonus benefits, confidential employee assistance programs and tuition reimbursements. EOE

Interested candidates should apply online via:

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=462894>