

Development Coordinator

Millennia Housing Development, Ltd. (MHD), a dynamic, growing development company, is currently seeking qualified candidates for the position of Development Coordinator. Millennia Housing Companies is a real estate development company working in seven Mid-West states (with expansion planned), acquiring, renovating and preserving affordable multifamily residential real estate. Millennia Housing Companies consist of three companies - Millennia Housing Development, Ltd. is a real estate development company; Millennia Housing Management, Ltd. is real estate management company; and American Preservation Builders, LLC is a general construction company. Please see the Millennia Housing Management website at www.mhmltd.com for further information on us.

At MHD, we believe that each employee makes a significant contribution to our success. That contribution should not be limited by assigned responsibilities or a job description. As a result, this position description is designed to outline the primary duties and qualifications of the Development Associate, but not to limit the position to the below-listed. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

Skills/Experience/Requirements:

- At least six years experience in a fast-paced, professional environment.
- Demonstrated knowledge and experience with LIHTC and HUD programs, including experience with real estate development processes and procedures and knowledge of real estate and affordable housing terminology is strongly preferred.
- Excellent written and verbal communication skills, including the judgment and ability to compose correspondence, reports and narratives for applications/proposals.
- Demonstrated integrity, including the ability to maintain confidentiality.
- Strong organizational skills and ability to coordinate complex activities, prioritize conflicting demands and ensure that all deadlines are met.
- A self-motivated individual with demonstrated initiative and the ability to learn independently.
- Strong computer skills including Microsoft Office, Word, Excel and Adobe Pro.
- A notary or ability to obtain a notary's license is required.
- Ability and willingness to work extended hours as needed to meet deadlines.
- Ability to travel occasionally as requested to attend housing conferences and trainings.

Responsibilities:

- Monitor the publication of Qualified Allocation Plans (QAP) across MHD's territory and ensure applicable LIHTC applications are submitted on a timely basis in all seven states.

- Organize and prepare documentation related to LIHTC application submission, ensuring that all development team members are aware of their responsibilities and deliver their product on a timely basis.
- Maintain MHD's system of files in a highly organized and accessible manor. Files pertaining to all projects from inception of the project through construction close-out must be managed daily. This requires a very detail-oriented approach and requires working with the other MHD staff to ensure that all documents coming in to MHD are properly handled and filed.
- Learn the processes and procedures of each state and follow those procedures in preparing cost certifications and submitting 8609 requests for various projects in various states in accordance with each state's requirements.
- Prepare and submit previous participation submissions using REAC via the APPS system.
- Monitor EIV access and proper reporting for all of Millennia's HUD properties using HUD's online Secure System.
- Attend relevant trainings and conferences as requested and as the position requires.
- Maintain a calendar of deadlines and milestones for all projects in MHD, and a calendar of all upcoming events such as annual housing conferences, trainings and submission deadlines.
- Order office supplies, prepare and mail correspondence, coordinate conference calls, process and track invoices submitted for payment, prepare and/or update promotional materials on Millennia, arrange all travel and conference attendance for MHD staff, order business cards, and prepare UPS shipments for the department.

Compensation will be commensurate with experience. Millennia offers a competitive salary and benefits package, including health and dental insurance, 401(k) and Section 125 Plans, and a non-smoking, drug free workplace.

Qualified applicants should send a resume and cover letter (electronic submission preferred) to:

Millennia Housing Development, Ltd.
Attn: Pat Tokarcik, Human Resources
8111 Rockside Road, Suite 200
Cleveland, OH 44125
ptokarcik@mhmtd.com