



Position: Real Estate Development Associate
Location: New Orleans
Reports to: Executive Director, Opportunity Housing Development

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About SBP

SBP, a social impact organization focused on disaster resilience and recovery, **solves the challenges facing at risk communities** and scales impact with a proven model that brings the rigor of business and innovation to reduce risk, create resilient communities, and streamline recovery. By taking this holistic approach, SBP shrinks the time between disaster and recovery in three connected ways—prepare, shape, and build:

Preparing individuals, communities, and organizations ahead of disasters to mitigate vulnerabilities

Shaping the disaster sector’s systems, policies, and programs

Building resilient communities

By taking this holistic approach, SBP shrinks the time between disaster and recovery, securing a brighter future for those impacted by disasters.

Position Summary

The Real Estate Development Analyst will be a vital part of SBP's Opportunity Housing team. Working closely with other team members, this person will contribute throughout the affordable housing project cycle from the Pre-Development through Operational Stage(s). The role will analyze and prepare development proposals, prepare and submit important incentive applications, review and prepare project pro-forms and contracts, and prepare and monitor important department reports, schedules, and performance metrics. This person will play a key role in furthering SBP's objectives of delivering quality, sustainable, resilient, and energy-efficient homes to historically underserved communities.

Responsibilities

- Assist in preparation of project development proposals
- Assist in preparation of project pro-forma-cash flow scenarios to optimize returns
- Assist in preparation and updating of departmental Strategic Plan
- Review and prepare general contractor and various vendor contracts and work scopes
- Prepare weekly, monthly departmental reports and project schedules
- Maintain and catalogue important department files across Dropbox and Google Drives
- Prepare presentations for prospective financiers, governmental agencies, and donors
- Liaise across department Asset Management, Project Management, and Construction functions to provide ad hoc analytical support as needed
- Identify RFP/RFQ grant opportunities-spearhead submissions
- Interface with relevant government agencies to move projects forward
- Provide support in departmental digital marketing and communications-interface w/MARCOMM dept.

Qualifications

- Bachelor’s degree in finance, business, real estate, urban planning, or related field
- 3-5 years of real estate experience, with particular emphasis on affordable housing preferred
- Experienced in Microsoft platforms (i.e., Word, Excel, PowerPoint, etc.)

- Previous Project Management experience helpful
- Experienced in preparation and submission of project GAP funding & financial incentive applications (i.e., LIHTC's, CDBG, HUD, State and Local Governmental Agency(ies))
- Able to satisfactorily pass a Criminal History Check to include sex offender registry, State Police, and FBI
- Must be fully vaccinated against COVID-19 to CDC guidelines and able to provide vaccination documentation

Performance Expectations

- Able to juggle multiple, competing priorities in a fast-paced environment
- Exceptionally self-motivated and curious
- High level of personal accountability
- Align work performance with SBP's core values
- Detail-oriented with strong troubleshooting, analytical and problem-solving abilities
- Superior work ethic and high energy level
- Maintain a flexible work schedule to meet the demands of executive management
- Demonstrate initiative and work as a team player
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector
- Demonstrate commitment to continued professional growth and development
- Ability to understand and engage diverse audiences and new target markets
- Desire and ability to work, grow and learn in a startup environment
- Plan and meet deadlines

SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.

SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.

It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.