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| **Department** | Development & Fund Management |
| **Job Title** | Development Assistant |
| **Reports to** | Chief of Development and Chief Investment Officer |

**Job Summary:** *(Provide a high level summary of the role in 2-3 sentences.)*

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| The Development Assistant is responsible for providing administrative support to the Development and Fund Management Departments of OCCH. Duties include general clerical and project-based work. The Development Support is a detail-oriented, motivated individual with proven skills in organization, communication, computers and spreadsheets.  |

**Essential Job Functions:**

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| **Function/Responsibility** |
| **Development Team Support:** * Assist Development Team with Submission of Funding Applications
	+ Determine supply needs and ensure proper order and delivery
	+ Assist with tracking and monitoring deal progress
	+ Liaison with third party providers concerning ordering, review, revision and receipt of market studies and other material
	+ Oversee set up of work areas and tracking procedures
	+ Project-specific tasks related to applications
		- Design attractive, appropriate binder covers
		- Cover letters, clearinghouse letters, transmittals, disk covers
	+ Maintain orderly working environment & oversee clean up
* Assist with Launch, Credit Committee, Technical Review, and Leadership Approval Process
	+ Track, review, copy, and distribute material
	+ Attend meetings and take notes
	+ Prepare and distribute follow-up material, as appropriate
	+ Ensure proper storage, both electronically and physically
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| **General Departmental Support:*** General support for entire Development and Fund Management Departments
	+ Copying, mailing, distribution
	+ Drafting documents and correspondence
	+ Send & retrieve files from storage
	+ Preparing presentations for Development and Fund Management
	+ Create and distribute department meeting agenda and handouts; keep notes
	+ Register for trainings, etc. as necessary
	+ Assorted tasks as assigned
* Assist with the preparation of Development Resource Guide
	+ Assemble and help create Resource Guide
	+ Proofread and assemble all presentations and handouts
	+ Supply ordering
* Support the department with technological information management
	+ Update PIXUS with the appropriate information
	+ Serve as “Power User” to help others with information management
	+ Assist in development of new technological capabilities, policies & procedures, instructions, system testing
* Provide organizational assistance for department
	+ Track and monitor storage locations of all department related material
	+ Assist team in organization of individual offices, movement and storage of binders and other material
	+ Help maintain electronic centralized file storage

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| **Organizational Support:** * Responsible for Support for larger organization, as needed
	+ Provide administrative assistance in preparation for and during the Ohio Housing Conference
	+ Provide administrative assistance during the application preparation process
	+ Provide support during OCCH functions (luncheon, golf outing, occasional other meetings / symposia / trainings)
* Maintain positive relationships with developers and vendors, other development team members, public lenders, and lenders
* Develops and maintains effective relations with other employees and interoffice procedures for assigned areas of responsibility.
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| **Construction Monitoring Support:*** + Prepare and send contracts and project info to 3rd party inspectors
	+ Receive all construction site reports, save, distribute internally and externally
	+ Receive all 3rd party inspector invoices, sign off and keep track for year-end budgeting
	+ Update all construction information (except issues) in PIXUS
	+ Locate and update project addresses
	+ Filing and storing plans
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**Education/Certifications:**

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| Associate’s degree or equivalent experience.  |

**Work Experience:**

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| 5-7 years of related experience. |

**Knowledge, Skills & Abilities:**

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| Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology. Active listening, reading comprehension, writing, customer service orientation, time management, technology skills (Microsoft SharePoint, Microsoft Outlook, Microsoft Office), sound judgment and decision making ability. Strong organization skills, ability to plan & prioritize work, strong oral and written communication skills, establishing and maintaining interpersonal relationships, problem-solving ability. Attention to detail, integrity, dependability, cooperation, adaptability/flexibility.  |

**Ohio Capital Corporation for Housing** is a nonprofit organization based in Columbus, Ohio. Our mission is: ***Cause the production, rehabilitation and preservation of affordable housing****.* Our missionis at the heart of everything we do. Our core values are our building blocks and foundation. When we live our values of: **C**ollaboration & **C**ommunication, **R**espect, **E**xpertise, **A**ccountability, **T**rust, **I**nnovation, I**n**clusion & **G**rowth, we are **CREATING** our future success. Ideal candidates will be passionate about our mission and exhibit our core values with a commitment to continuous improvement and growth.