

Assistant Development Manager

Wilder Balter Partners has an exciting opportunity for an Assistant Development Manager in our Chappaqua office. The position will support our team working on the development of residential and mixed-use communities, often with an affordable housing component.

Duties and Responsibilities:

- Work with our development, construction and management team on new developments and redevelopments.
- Perform due diligence for potential investment/acquisition opportunities from a quantitative and qualitative standpoint.
- Create and analyze proformas, budgets, sources and uses, etc.
- Local travel in the NY metro area to assist in pre-development and pre-construction activities.
- Maintain complete and accurate electronic and paper files and records.
- Create agendas for and attend meetings with consultants, municipal agencies, business partners, and local stakeholders.
- Shop competing product to gain and maintain knowledge of local markets.
- Assist with construction loan and other financial closings.

Requirements:

- Intellectual curiosity about the real estate development business
- Proficiency in Excel
- Strong problem solving and quantitative skills
- Excellent communication skills, verbally and in writing
- Ability to Multi-task & maintain organization in a fast-paced environment
- Ability to thrive, both independently as well as in a group environment.

Minimum Experience:

- 1 to 3 years in a relevant field

Minimum Education:

- Master's Degree in Real Estate, Business, Finance or another relevant field required. Will consider bachelor's degree with experience.

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Disclaimer: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Please submit cover letter, resume and salary requirements.

No Phone Calls Please.