



**Title:** Development Associate  
**Reporting Manager:** Director of Development  
**Location:** Seattle, WA  
**Classification:** Exempt

**Position Summary:**

The Development Associate will work with the development team to coordinate preconstruction and construction activities including land acquisition, entitlements, design, permitting coordination, construction oversight, pro forma analysis, partner reporting, and project transition to operations.

Tarragon is seeking to grow the Development Team with a Development Associate who has real estate or construction management experience. The ideal candidate has a desire to learn more about the development process and has a passion for creating great places and actively contributing to the development of quality assets and sustainable communities.

**Essential Duties and Responsibilities:**

Responsibilities will impact all stages of a development project, from acquisition to permanent financing, to help create and oversee the vision and execution of multifamily assets for the portfolio. Initial responsibilities will be focused in podium multifamily including projects currently in entitlement and construction, and will have the opportunity to grow to other real estate asset types including industrial and retail. The Development Associate job responsibilities shall include **assisting with** the following:

- Coordination of permitting and entitlement
- Management of the construction process, coordination, and correspondence
- Budgeting and partner reporting
- Marketing and leasing
- FF&E and interior selection, procurement and installation
- Contracts
- Project feasibility, market, and value analysis
- Financing procurement
- Implementation of project vision
- Team coordination
- Interface with public entities
- Community outreach
- Coordination of project close out

**Required Experience and Abilities:**

The following summarizes a few of the successful candidate's personal characteristics:

- Position requires a Bachelor's Degree and a minimum of 3-5 years related work experience, including Project Management functions in the real estate industry.
- Familiar with a variety of field and industry concepts.



- Basic understanding of the inputs of a working pro-forma.
- General understanding of working components of contract, with ability to negotiate minor elements.
- Awareness of the allocation of resources and the impact of timing on company compensation.
- Ability to understand and present development information concisely to upper management.
- Strong working knowledge of Microsoft Office products (Word, Excel, PowerPoint, Outlook, etc.)
- Must be willing to travel to jobsites in locations throughout Washington.
- Experience with sustainable building construction, methods, or materials is a plus.
- Previous experience as an analyst or construction project manager is preferred.

**Core Competencies:**

- Accurate listening
- Ability to analyze complex calculations
- Attention to detail
- Balanced decision making
- Creative problem solving
- Collaborative/team oriented
- Customer oriented
- Excellent written & verbal communication skills
- Passionate about real estate
- Personal accountability
- Proactive thinking
- Project and goal focus
- Results oriented
- Quality orientation
- Self-management
- Specific industry or job knowledge

*We are an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, sexual orientation or gender identity, marital or veteran status, or any other legally protected status.*