



Company: Tarragon L.L.C.
Position: Development Associate II
Reports To: Senior Development Manager / Development Manager
Salary Range: \$100k - \$120k DOE
Position Location: Seattle, Washington

POSITION SUMMARY:

The Development Associate II will collaborate with the development team to coordinate preconstruction and construction activities. This includes land acquisition, entitlements, design oversight, permitting coordination, construction supervision, pro forma analysis, partner reporting, and facilitating project transition to operations.

Tarragon is growing its Development Team and seeking a Development Associate II with real estate or construction management experience. The ideal candidate should possess a desire to learn more about the development process, a desire to grow with the company, and a passion for creating exceptional environments that contribute to the development of quality assets and sustainable communities.

POSITION DUTIES AND RESPONSIBILITIES:

Responsibilities include all stages of a development project, from acquisition to permanent financing, to help create and oversee the vision and execution of multifamily assets within the portfolio. Initial responsibilities will be focused on the residential portfolio which includes multifamily, and land development projects currently in entitlement and construction stages. This role offers potential for expansion into other real estate asset types, including industrial and retail.

The Development Associate II job responsibilities shall include assisting with the following:

- Coordination with all agency and regulatory reviews requiring permitting and entitlement
- Review and interpret project plans and specifications
- Assist with FF&E and interior selection, procurement, and installation
- Management of the construction process, coordination, and correspondence
- Develop and assist with project pro forma, feasibility, market analysis, and budget from underwriting through project stabilization.
- Coordination of specialized documents and presentations to stakeholders, development and construction team, property management, and asset manager
- Assist in the requests and preparation of proposals, change orders, and consultant contracts
- Participate in financing procurement
- Execution of project vision as provided by the underlying development plan
- Assist in the implementation and reporting of marketing efforts and leasing outcomes in coordination with the Property Management team, Tarragon's Marketing team, and other third-party representatives.
- Coordinate with Property Management Company to ensure an efficient transition to operations.
- Schedule meetings, create agendas and prepare and disseminate minutes/notes from development, consultant, and project team meetings
- Serve as point of contact with the Development Team to facilitate inter-company communication and development project leads.

**REQUIRED EXPERIENCE AND ABILITIES:**

A successful candidate will possess the following experience and attributes:

- 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.
- Must be a self-motivated and team-oriented individual with strong verbal and written communication skills and possess the ability to effectively communicate with internal and external stakeholders.
- Must be able to work in a fast-paced environment and manage multiple tasks concurrently.
- Must be detail-oriented and possess a strong working knowledge of Microsoft Office Products (Word, Excel, PowerPoint, Outlook, and MS Project), Bluebeam, Adobe products. Prior experience with Yardi Project Management is a plus.
- Familiar with a variety of field and industry concepts.
- Basic understanding of the mechanics of a working pro-forma.
- Must be resourceful and have a strong commitment toward ensuring accuracy in own work product and the work product of others.

BENEFITS PACKAGE:

- Medical, Dental, and Vision
- FSA Health and Dependent Care
- Group-Term Life
- Long-Term Disability
- Voluntary Life Insurance
- Employee Assistance Program
- 401(k) with Company Match
- PTO
- 9 Paid Holidays
- Bereavement Leave
- Jury Duty Leave

HOW TO APPLY:

If you are interested in being considered for this position, please submit the following materials to jobs@tarragon.com:

- Resume
- Cover letter
- References

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.