



Development Associate

COMPANY OVERVIEW:

Olsen Anderson is a Pacific NW real estate developer and home builder specializing in thoughtful, sustainable single-family, townhome, and multifamily communities.

WHO WE ARE LOOKING FOR:

Olsen Anderson is seeking a mission-aligned Development Associate with real estate development or construction management experience. The ideal candidate is an energetic, motivated team player with a desire to learn, grow with the company and contribute to the development of sustainable communities.

POSITION SUMMARY:

Are you a creative problem solver, strong collaborator, and a master doer? Do you thrive in a fast-paced, entrepreneurial, and growing environment where you can flex a variety of strengths and problem-solve based on dynamic challenges? Are you passionate about the intersection of urbanization, and environmental, social and economic sustainability? Do you have experience building strategies while also harnessing a nimble mindset that allows you to quickly shift tactics without losing sight of overall goals? If so, this role will enable you to support the positive growth of our communities. Olsen Anderson works on a variety of projects ranging from custom infill single-family and townhomes to full subdivisions and multi-family communities.

Our dynamic, growing organization seeks a Development Associate to join the team. We are seeking someone who has experience in the real estate industry with an ability to actively listen, build trusting relationships with key partners, and provide creative, thoughtful recommendations to optimize project outcomes. The Development Associate will work with the development team to coordinate pre-construction and construction activities including land acquisition, due diligence, design, entitlement and permit procurement, construction oversight, financial analysis, budgeting, scheduling, partner reporting, marketing and sales and leasing oversight.

POSITION RESPONSIBILITIES:

The Development Associate is responsible for all stages of a development project, from acquisition to disposition and project turnover to operations. Initial responsibilities focused on single-family, townhome and land development projects currently in design, permitting and construction. This position may include opportunity to gain experience with other real estate asset types including multifamily.

The Development Associate responsibilities shall include, and are not limited to, the following:

- Assist in the creation of and execution on the vision outlined in the projects Development Plan
- Assist in site selection, due diligence, and financial underwriting
- Assist in selection, coordination, and contract management of design consultants from Schematic Design to Construction Documents
- Assist in consultant coordination to procure all agency and regulatory entitlements and permits
- Preparation and management of project schedules and budgets

DEVELOPMENT | CONSTRUCTION



- Review, interpret, provide input, and approval of projects drawings and specifications
- Review, inspect, provide input, and approve layouts, materials, colors, and renderings
- Coordination of memorandums and presentations to stakeholders including the development and construction teams, marketing and sales team, and partners
- Participate in various financing activities including lender packages and presentations
- Schedule and prepare meeting agendas and circulate meeting minutes
- Assist in the preparation of progress reports for internal and external stakeholders
- Support sales, marketing and leasing efforts

EXPERIENCE AND ABILITIES:

The following summarizes characteristics of an ideal candidate:

- Interested in building more sustainable, equitable and functional communities
- Ability to contribute to and mesh with a tight-knit company culture, to work with grace under pressure, and to thrive in a fast-paced entrepreneurial environment
- Position requires a bachelor's degree and a minimum of 1-3 years related work experience including project management in the real estate and construction industry
- Initiative-taking and collaborative individual with strong written and communication skills to effectively communicate with various stakeholders
- Highly proficient in Microsoft Suite (Word, Excel, Outlook, MS Project, PowerPoint), Bluebeam, Smartsheet
- Proficient in a variety of real estate industry concepts, and construction systems
- Basic understanding of a discounted cashflow analysis and mechanics of a working pro-forma
- Proficient in organizational and time management
- Strong collaborator and cheerful outlook for success

COMPENSATION AND BENEFITS:

Olsen Anderson offers competitive salary and a benefits package, including medical, dental and vision insurance for employees, paid time off and sick leave, 401(k) employer contribution, personal and project-based bonuses, as well as a commitment to professional development and growth. This is a non-exempt, full-time position, working primarily remotely for the time being.

NEXT STEPS:

Interested candidates should submit their resume and cover letter on our Careers Page Portal or to careers@olsenanderson.com. In your cover letter, please address the following questions: Why are you interested in working at Olsen Anderson; what applicable experience and skills would you bring to this role, specifically related to real estate development, home building, and/or project management work; and what do you hope this role could offer you to continue growing in your professional career?

At Olsen Anderson, diversity, equity, and inclusion are integral to achieving our mission. We are committed to building and sustaining a diverse team of individuals that is representative of the communities we serve. Our values provide the foundation for an inclusive and equitable work environment where cultural diversity and individual identities are celebrated and valued.