



Project Analyst, Chicago, IL

Full Circle Communities, Inc., is a mission-driven non-profit developer and manager of affordable housing. We achieve our mission collaboratively – with our residents, our communities, our industry partners, and our fellow employees.

We look for committed and enthusiastic individuals who are energized by our mission and the challenges of creating and operating service-rich affordable housing. We invest in our team members' growth as we expect them to invest in the organizations.

We are currently working on several exciting developments including a mixed-income development in Chicago's Jefferson Park neighborhood, an adaptive reuse of a school in Dubuque, IA for veterans and persons with disabilities, a major rehab of a portfolio of family housing in Kalamazoo, MI, and several cutting edge permanent supportive housing developments in Detroit, MI. See our website at <http://www.fccommunities.org/> for more information.

Job Description:

The Project Analyst will support the Real Estate Development team, and will report the Vice President of Real Estate Development. While day to day responsibilities of the position vary considerably, a Project Analyst at Full Circle will:

- Complete land use, project planning, and financial feasibility analyses as directed by Project Managers
- Aid in the community engagement process to generate support and focus development objectives
- Assist Project Managers by interfacing with real estate brokers, municipal, county and state officials, and third party vendors including email and phone calls
- Assist in preparation of financing applications for affordable housing tax credits, tax-exempt bonds, Federal Home Loan Bank grants, rental assistance programs, responses to RFP/RFQs, and other affordable housing financing or grant programs.
- Assist Project Managers with due diligence, real estate closings; especially in the management of closing checklists
- Assist Project Managers with construction loan draws, disbursement requests, and project close-out checklists

Employees are encouraged to explore their interests and define their own growth, and Full Circle is a committed partner in their career development.

Qualifications:

Candidates must have:

- An inquisitive mind and ability thrive in diverse settings, whether in data entry and analysis, real estate negotiation, or community engagement
- Bachelor's degree



- Demonstrable experience with Microsoft Excel
- Strong attention to detail, technical writing and editing skills, particularly memos, emails and project narratives
- Two years of experience in real estate development, real estate finance, community development, community organizing, related policy research and advocacy, or urban planning that includes transactional knowledge of low income housing tax credits, tax-exempt bonds, and other financing sources for affordable housing. A master's degree in urban planning, architecture, business or a related field can be substituted for one year of experience

Strong Candidates will have:

- Direct affordable housing experience including proforma analysis, financing applications, familiarity with closing checklists, and the construction process, including loan draws
- Community engagement experience around equity and housing affordability issues

Compensation:

The salary range for this position is \$50,000-\$60,000. Compensation and benefits are competitive and commensurate with experience. Benefits include health, dental, vision, IRA, life and supplemental insurance. Full Circle is an equal opportunity employer.

Full Circle Communities, Inc. currently has ownership/affiliated interests in and manages over 850 apartment units in Illinois, Iowa, Michigan and Florida. We are located in Chicago, Illinois, in the West Loop near UIC. Our corporate office functions in a relaxed, business casual environment.

Send your resume, cover letter and salary requirements to fcjobs23@gmail.com with the title/heading "Full Circle Project Analyst." A writing sample (a sole-authored document or excerpt no longer than 3 pages) a portfolio of comparable work, or other materials demonstrating relevant experience is appreciated.