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Asset Coordination Fellow

Passionate about groundbreaking community development and mission-driven leadership in a growing organization? Interested in cutting-edge community development, neighborhood revitalization, and developing mission-driven strategies? If so, we want to talk to you!

At our core, New Jersey Community Capital (NJCC) is a community development financial institution with a mission to create thriving communities through strategic investments and knowledge. Community Asset Preservation Corporation (CAPC) is the first nonprofit entity equipped with the financial strength, regional reach, and real estate expertise to arrange acquisition of pools of foreclosed properties and distressed assets. CAPC partners with local community developers to ensure properties are redeveloped into quality affordable housing. Fulfilling the needs and improving the quality of life of thousands of individuals and families would not be possible without our talented staff and motivating environment. NJCC and CAPC embrace diversity and equal opportunity in a serious way. We are dedicated to forming a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

Essential Functions

The Asset Coordination Fellow will be a key support for the organization's efforts of acquiring and rehabilitating single-family homes across New Jersey. Working with the CAPC team, you will:

- Prepare for single asset acquisitions, bulk acquisitions, and single asset sales to owner occupants, including project budgeting and feasibility analysis and project timeline tracking.
- Develop a process for reviewing and assigning buyer and renter leads as they come through the brokerage website into Salesforce.
- Coordinate with real estate agents to complete initial review of growing open market pipeline and enter the appropriate data into Salesforce for team reviews.
- Manage pre- and post- closing data collection on Salesforce and Buildertrend to ensure accuracy and completeness for all CAPC single family assets.
- Assist in preparing draw requests to existing lenders for individual projects.
- Coordinate and review all due diligence items for property acquisition/disposition, including OPRA requests, CO for title transfer, surveys, appraisals, broker price opinions, and conveyance documents.
- Assist with financial analysis of assets on an individual and fund level throughout construction and post-closing
- Assure consistency of data across construction, brokerage, and financial platforms for all single-family assets.

Qualifications

Candidates should have a demonstrated interest in the field of community development and an enthusiasm towards NJCC's mission and vision. NJCC will give preference to candidates based on the following qualifications:

- Pursuing at least a Bachelor's Degree in Business, Finance, Accounting, Urban Planning or Real Estate.
- Proficiency in Microsoft Excel required; Salesforce is a plus.
- Possess excellent time management, organization, and verbal and written communication skills.
- Detail oriented with ability to work independently and handle multiple tasks.

Work Location

The position is located at 421 Halsey Street, Newark, New Jersey 07102.

Work Schedule

Business hours run from 8:30 a.m. to 5:00 p.m. The fellowship is offered throughout the summer for a limited period of time and requires a 35 to 40 hour commitment per week.

Compensation

The academic fellowship is a funding award given to subsidize the cost of tuition. Compensation is based on qualifying education experience with a hourly pay range of \$15.00/\$19.00. You will accrue earned sick leave at the rate of 1 hour for every 30 hours worked, up to a maximum of 40 hours per benefit year.

To Apply

If this exciting opportunity appeals to you, please email a thoughtful cover letter and your résumé to kcastillo@njclf.com. Please include "Asset Coordination Fellow – *Your Name*" in the email subject line.

Check us out at www.capcnj.org & www.newjerseycommunitycapital.org!