



COMMUNITY
PARTNERS for
**AFFORDABLE
HOUSING**

Development Associate – Affordable Housing

Position Overview

CPAH seeks a mission-driven, analytical, and collaborative Development Associate to support the creation and preservation of high-quality affordable housing for low- and moderate-income households in the northern suburbs. This role will contribute across the full development lifecycle—from early feasibility and site evaluation through financing, construction, and project closeout. Working closely with senior development staff and external partners, the Development Associate will help advance projects that expand access to stable, affordable homes while delivering lasting community impact. The ideal candidate combines strong project management and financial analysis capabilities with excellent communication skills, attention to detail, and a commitment to housing equity and community development. We value diverse perspectives and encourage candidates from historically underrepresented backgrounds to apply.

Key Responsibilities

- Support all phases of affordable housing development, including project feasibility, site evaluation, due diligence, financing, entitlement, construction, and project completion.
- Coordinate project activities, schedules, documentation, and deliverables across internal teams and external consultants.
- Assist with project underwriting, financial modeling, budget tracking, and development pro formas.
- Research and support applications for grants, tax credits, public subsidies, and other financing sources.
- Assist in preparing competitive funding applications and assembling required supporting documentation.
- Monitor project compliance with applicable affordable housing regulations, funding requirements, and reporting obligations.
- Coordinate with local and state agencies regarding approvals, permitting, environmental requirements, and regulatory compliance.
- Support outreach and relationship-building with community stakeholders, public agencies, elected officials, and development partners.
- Assist with construction administration activities, including draw requests, project tracking, quality oversight, and coordination with consultants and contractors.
- Perform additional duties as assigned in support of CPAH’s mission and strategic goals.

Qualifications

- Bachelor's degree or equivalent professional experience in urban planning, real estate development, architecture, business administration, public policy, finance, or a related field.
- Minimum of 3 years of relevant experience in affordable housing development, community development, real estate, or a related field.
- Knowledge of affordable housing financing tools, pro formas, development processes, and applicable public funding programs and regulations.
- Strong analytical and quantitative skills, including experience evaluating financial and project data.
- Demonstrated ability to manage multiple priorities and maintain strong attention to detail.
- Excellent written and verbal communication skills, including experience preparing reports, funding applications, and presentations.
- Proficiency with Microsoft Office applications (Excel, Word, PowerPoint, Outlook).
- Experience with Low Income Housing Tax Credits strongly preferred.
- Commitment to CPAH's mission and values.
- Collaborative and relationship-oriented approach to work.
- Demonstrated commitment to diversity, equity, inclusion, and respectful engagement across communities.

Scheduling & Compensation

CPAH's standard office hours are Monday through Friday 8:30am – 4:30pm. A hybrid/remote schedule can be discussed. Competitive salary of \$70,000 - \$75,000. Generous benefits include vacation, sick, health, dental, life, disability, and 401K match.

To Apply

Send resume and cover letter to ranthony@cpahousing.org.

CPAH is committed to the principle of equal employment opportunity. All qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, sexual orientation, or gender identity.

