TREDWAY

Job Description: Investments, Acquisitions
Position Title: Associate

Location: New York, NY

Company Overview: Tredway is a leader in the affordable housing industry, dedicated to investing in and developing properties that provide quality housing solutions. Our mission is to create and manage sustainable housing communities that contribute positively to the neighborhoods we serve.

Position Summary: The Associate will support acquisitions and development activities across Tredway's national pipeline, including acquisition / rehabilitation deals (conventional or LIHTC financing), as well as ground up development. This includes assisting with underwriting, due diligence, and interactions with various counterparties including sellers, lenders, investors, elected officials, housing agencies, and community stakeholders. The ideal candidate is a highly motivated, entrepreneurial self-starter who can take ownership of complex projects, manage multiple priorities simultaneously, and thrive in a fast-paced environment. The Associate will report directly to the Vice Presidents of Investments and will play an integral role in evaluating and executing affordable housing investments and development opportunities.

Key Responsibilities:

- Assist in underwriting new acquisition opportunities and preparing investment recommendations for investment committee
- Build and maintain financial models to evaluate prospective transactions
- Take ownership of assigned transactions and provide updates during weekly pipeline meetings on transaction status, key underwriting assumptions, risks, and next steps
- Support deal execution and closings; assist with required approvals or submissions to HUD, housing agencies and/or local municipalities
- Support the due diligence process; review key documents including regulatory agreements, HAP contracts, loan agreements, limited partnership agreements, etc.
- Coordinate with counsel (HUD, Deal, Lender) in the review of legal documents and submission of required applications
- Assist with pre-development efforts, tracking general contractor performance, construction loan draws and the completion of rehab/construction
- Work closely with asset management to support efficient property takeovers and help prepare the team to execute the business plan post-closing
- Assist in the preparation of reforecasts and investor presentations for joint-venture partners
- Conduct research on national and local affordable housing trends and market conditions

Qualifications:

- Degree in Real Estate, Finance, Economics, Urban Planning, or related field.
- 3-5 years of experience in affordable housing, real estate finance, public finance or a related field
- Familiarity with LIHTC, HUD, Section 8, and/or other affordable housing programs preferred
- Ability to analyze financial documents, including income statements, budgets, rent rolls, audit reports, and capital reserve plans
- Strong Microsoft Excel skills, including building financial models and organizing data for reporting
- Strong organizational and communication capabilities, with the aptitude to distill detailed information and clearly convey insights to both internal teams and external partners

- Highly driven and detail-oriented, with the ability to balance multiple tasks effectively in a dynamic, purpose-oriented workplace

Base Salary Range: The anticipated salary for this position is $150,000-200,000 per year. This position will be eligible to receive an annual incentive bonus, which will be awarded based on objective and subjective criteria established by the Company's Managing Partners and Chief Executive Officer. The exact offer will be determined based on the candidate's relevant experience and expertise.

Benefits:

- Competitive salary and performance-based bonuses.
- Comprehensive health, dental, and vision insurance fully covered by the Company.
- 401(k) plan with company match.
- Generous paid time off policy.
- Opportunities for professional development and career advancement.

How to Apply: Interested candidates should submit their resume, cover letter and a brief statement (no more than four sentences) describing your interest in affordable housing development to Careers@Tredway.com. Applications must include all three required materials to be considered for the position.

Tredway is an equal opportunity employer committed to fostering an inclusive and diverse work environment. We encourage applicants from all qualified individuals.