



**Company:** Tarragon L.L.C.  
**Position:** Development Associate  
**Reports To:** Development Manager  
**Classification:** Exempt  
**Position Location:** Seattle, Washington

**POSITION SUMMARY:**

The Development Associate will work with the development team to coordinate preconstruction and construction activities including land acquisition, entitlements, design, permitting coordination, construction oversight, pro forma analysis, partner reporting, and project transition to operations.

Tarragon is seeking to grow the Development Team with a Development Associate who has real estate or construction management experience. The ideal candidate has a desire to learn more about the development process, a desire to grow with the company, and has a passion for creating great places that contribute to the development of quality assets and sustainable communities.

**POSITION DUTIES AND RESPONSIBILITIES:**

Responsibilities include all stages of a development project, from acquisition to permanent financing, to help create and oversee the vision and execution of multifamily assets for the portfolio. Initial responsibilities will be focused on the residential portfolio which includes multifamily, and land development projects currently in entitlement and construction. This position may include the opportunity to grow to other real estate asset types including industrial and retail.

The Development Associate job responsibilities shall include assisting with the following:

- Coordination with all agency and regulatory reviews requiring permitting and entitlement
- Review and interpret project plans and specifications
- Assist with FF&E and interior selection, procurement, and installation
- Management of the construction process, coordination, and correspondence
- Develop and assist with project pro forma, feasibility, market analysis, and budget from underwriting through project stabilization.
- Coordination of specialized documents and presentations to stakeholders, development and construction team, property management, and asset manager
- Assist in the requests and preparation of proposals, change orders, and consultant contracts
- Participate in financing procurement
- Execution of project vision as provided by the underlying development plan
- Assist in the implementation and reporting of marketing efforts and leasing outcomes in coordination with the Property Management team, Tarragon's Marketing team, and other third-party representatives.
- Coordinate with Property Management Company to ensure an efficient transition to operations.
- Schedule meetings, create agendas and prepare and disseminate minutes/notes from development, consultant, and project team meetings
- Serve as point of contact with the Development Team to facilitate inter-company communication and development project leads.

**REQUIRED EXPERIENCE AND ABILITIES:**

A successful candidate will possess the following experience and attributes:



- Position requires a bachelor's degree and a minimum of 1-3 years related work experience, including Project Management functions in the real estate industry.
- Must be a self-motivated and team-oriented individual with strong verbal and written communication skills and possess the ability to effectively communicate with internal and external stakeholders.
- Must be detail-oriented and possess a strong working knowledge of Microsoft Office Products (Word, Excel, PowerPoint, Outlook, and MS Project), Bluebeam, Adobe products. Prior experience with Yardi Project Management is a plus.
- Familiar with a variety of field and industry concepts.
- Basic understanding of the mechanics of a working pro-forma.
- Must be resourceful and have a strong commitment toward ensuring accuracy in the own work product and the work product of others.

**HOW TO APPLY:**

If you are interested in being considered for this position, please submit the following materials to [info@tarragon.com](mailto:info@tarragon.com):

- Resume
- Cover letter
- References

*We are an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or gender identity, marital or veteran status, or any other legally protected status.*

*Tarragon will require all employees to be vaccinated against COVID-19. This requirement extends to all exempt and nonexempt employees. Proof of full COVID-19 vaccination by time of hire is a condition of employment – not a condition of applying or interviewing for jobs with Tarragon.*