



CENTER FOR URBAN REDEVELOPMENT EXCELLENCE

COMPOSITE JOB PLACEMENT REQUIREMENTS *

* The composite list of job requirements that follows is derived from the individual job descriptions of fellows in the first two fellowship cohorts and represents 12 of the 18 placements with host organizations. This list is intended to provide a sense of thresholds that various host organizations may apply for employees in fellowship positions. The composite list does not represent precise job qualifications that the Center has established for the fellowship program, or that any one host organization has established for its Fellowship position. Fellows are direct employees of their host organizations, and the specifics of each fellow's job requirements and expectations are set by the individual host organization at which the fellow is placed. Candidates who are selected as finalists for the fellowship should address specific questions about job expectations during their individual interviews with host organization employers.

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PRIOR WORK EXPERIENCE

- Maximum reported: 5-7 years
- Minimum reported: 2 years
- Areas of work experience:
 - Real estate development
 - Real estate finance
 - Real estate sales
 - Affordable housing
 - Development of multifamily housing
 - Financial statement analysis

EDUCATION

- Graduate degree in:
 - Urban Planning
 - Public Policy
 - Public Administration
 - Real Estate Development
 - Business Administration
 - Community Development
 - Related Field
- Bachelor's Degree, with coursework in:
 - Finance
 - Economics
 - Real Estate
 - Business Administration
 - Accounting
 - Law
 - Public Administration
 - Related Field

TECHNICAL SKILLS

- Affordable housing real estate development practices
- Real Estate financing
 - Preparation and analysis of pro forma financial spreadsheets
 - Residential mortgage financing
- Affording housing programs
 - Knowledge of federal, state, local and private financing sources
- Low-income housing tax credit
- Equity applications for lenders, public agencies and tax credit investors
- Creating and implementing public/private partnerships
- General construction practices and lending
- Design of single-family and multi-family housing
- Retail development
- Permitting/entitlement processes
- Project development
- Real estate law
- Marketing presentation and sales

COMMUNICATION AND INTERPERSONAL SKILLS

- Excellent Interpersonal Skills
- Ability to effectively communicate verbally and in writing with:
 - Potential developers
 - Contractors
 - Architects
 - Realtors
 - Government agencies
 - Public, private and equity lenders
 - Development consultants
 - Social service providers
 - Community groups and nonprofit organizations
 - Housing tenants
 - Internal levels of management
 - General public

COMPUTER SKILLS

- Strong computer skills
- Ability with MS Office: Word, Excel, Outlook, Access, and Project

ORGANIZATIONAL SKILLS

- Able to work with time sensitive material and meet multiple deadlines
- Effective prioritization and organizational skills

WORKING STYLES

- Able to work independently while also contributing to a team environment

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If you are interested in applying for the next round of fellowships, please visit our website, www.upenn.edu/curexpenn, periodically as we incorporate updates and new information over the next couple of months. Of particular interest, will be updated qualifications for applicants that can be found under The Program and FAQs sections of the website.

Please note that in order to be considered for a third cohort fellowship, applicants must now demonstrate at least three (3) years of work experience in real estate development, community development or a related field. If you are unsure if your work experience is sufficiently related to these fields, please contact us by email at curexpenn@design.upenn.edu to share your questions and concerns.