LDC ADVISORS

PROJECT COORDINATOR/ASST TO THE CEO

(JUNE 2021)

LDC Advisors is an Irvine, CA based real estate and construction management advisory firm. It is principally involved with providing consulting and advisory services to financial institutions on their investments in real estate development and homebuilding projects. LDCA is contemplating hiring a part-time (+20 hrs/week) assistant project manager/analyst to assist in providing the above services.

This position is a great opportunity for someone interested in learning about real estate development and industry dynamics to train under well-respected principals with more than 90 years collective experience. More specifically, this position will have the following responsibilities:

1. Assist the firm’s principals in investigating housing and real estate development projects being proposed to investors (due diligence investigations).
   1. Work with project sponsors/builders to obtain copies of reports including geotechnical, environmental, and encumbrances;
   2. Research other details including zoning, entitlements, utility capacity, and matters of title;
2. Collect and organize due diligence documentation including reports, subdivision maps, matters of title, homeowner association documents, etc.;
3. Analyze relevant land use entitlement information (under the direction of the firm’s principals), including contacting public utilities and city/county agencies to confirm impact and development fees, discussions with engineers and other technical professionals about project details, and preparation of related brief narrative reports;
4. Assist principals in drafting final due diligence and other reports for clients including formatting, proofing and editing;
5. Executive support functions including meeting organization and scheduling, monitoring of RFP (request for proposal) opportunities, preparation/organization of RFPs and other proposals, electronic document management, management of travel and other reimbursable expenses, and other executive support functions.

Position requires:

1. Good research, critical thinking, and analytic skills.
2. Excellent organizational skills.
3. A general knowledge of real estate terminology, including construction terminology.
4. Very good oral and written communications skills.
5. Excellent Word and Excel skills (Windows-based).

Helpful skills:

1. Knowledge of real estate entitlement and land development processes.
2. Knowledge of homebuilding and construction.
3. Understanding of finance and/or accounting.

At this time, the need is for a part-time person (20 to 30 hours per week) however this could grow into a larger, or full-time role for the right candidate. Schedule can be flexible with expectation of general availability during business hours. Position can be either in-office or remote, or a combination. Due to payroll considerations, candidate must live in the State of California but can be located outside the Orange County, CA area for a candidate who wishes to work remotely.

Compensation: To be determined based on candidates experience and qualifications.

This job is not currently posted on any job boards – we prefer to consider candidates who are referred to us. For more on what LDC Advisors does, please visit our website ldcadvisors.com.

**To Apply for this position, please send your resume to** [**fmorgan@ldcadvisors.com**](mailto:fmorgan@ldcadvisors.com)