TBG RESIDENTIAL

DEVELOPMENT COORDINATOR

LOCATION Vinings, Atlanta, Georgia
POSITION Full-time, in-person
SALARY $55,000, commensurate with experience
REPORTS TO Vice President of Development

The Opportunity

TBG Residential is a family-owned, vertically integrated real estate company specializing in affordable multifamily housing. We develop, construct, own, and manage our properties, maintaining a long-term commitment to the communities we create.

We are seeking a highly organized, detail-oriented Development Coordinator to support our development team. This full-time, in-person role keeps our projects on track from early due diligence through construction and final sign-off.

This position requires someone who can manage multiple tasks and deadlines at the same time, follow up consistently, and see every assignment through to completion. Strong organizational skills and close attention to detail are essential. The documents, deadlines, and details this role manages directly affect our ability to finance, close, and deliver each project.

In return, you will learn the real estate development business while working directly with experienced professionals on projects from initial planning through completion.

Key Responsibilities

Project Organization and Coordination

- Maintain organized project files, documents, correspondence, and schedules.
- Track project deadlines, outstanding items, and critical milestones.
- Coordinate communication among team members, consultants, lenders, attorneys, and government agencies.
- Schedule meetings, prepare agendas, and follow up on assignments.
- Develop and maintain checklists to ensure important items are completed on time.

Development and Administrative Support

- Assist with preparing and assembling applications for affordable housing financing.
- Help coordinate due diligence activities, including environmental reports, appraisals, surveys, and other third-party requirements.
- Assist with gathering documentation required for financial closings.
- Organize and maintain development agreements, contracts, and other project documents.
- Assist with preparing monthly development/construction draw packages and maintaining supporting documentation.
- Help track reporting and compliance requirements associated with development financing.
- Coordinate document execution, notarization, and distribution.

Process Improvement

- Identify opportunities to improve organization, communication, and efficiency.
- Help develop systems that make information easier to find and project progress easier to track.
- Take ownership of assigned responsibilities and follow through to completion.

What We're Looking For

Strong Organization and Attention to Detail

Organization is essential to this role. You should be able to manage multiple assignments and deadlines at the same time, set priorities, and keep track of important details. You keep files, checklists, and schedules up to date and catch errors before they become problems.

Intelligence and Ability to Learn

You learn quickly and want to understand how things work. You ask thoughtful questions, take notes, retain what you learn, and become increasingly independent as you gain experience.

Initiative and Problem-Solving

You do not wait to be told what to do. You recognize when something needs attention, take appropriate action, and look for solutions.

Communication and Professionalism

You communicate clearly and professionally, both verbally and in writing. You keep the team informed of upcoming deadlines and outstanding items, and you are comfortable working with colleagues, business partners, and outside professionals.

Follow-Through and Accountability

When you take on an assignment, you see it through to completion. You follow up consistently with team members and outside parties until items are resolved, and others can depend on you to complete your work accurately and on time.

Computer Skills

You should be proficient in Microsoft Outlook, Word, and Excel and able to quickly learn additional software and organizational systems.

Qualifications

- An associate's degree or real estate background is not required for candidates with 5+ years of experience in administrative support, operations, project coordination, or a related role.
- Strong organizational and time-management skills.
- Excellent written and verbal communication skills.
- Ability to manage multiple assignments and deadlines.
- Strong attention to detail.
- Proficiency with basic Microsoft Office applications.
- Demonstrated ability to learn new processes and systems.
- A positive attitude and willingness to take on new responsibilities.

Why Join TBG Residential?

A Stable, Established Company

TBG has a long history of developing, constructing, and managing affordable housing communities throughout the Southeast.

A Small, Professional Team

You will work directly with experienced development professionals in an environment where individual contributions matter.

Professional Growth

This is an opportunity to learn a specialized industry and develop skills that can lead to increasing responsibility and career advancement.

Family-Oriented Culture

We value trust, personal responsibility, mutual respect, and flexibility. We recognize that our employees have lives outside the office and strive to maintain a positive working environment.

Compensation and Benefits

- Starting salary of approximately $55,000, depending on experience.
- Health insurance.
- 401(k) with company match.
- Paid time off and company holidays.
- Professional development and training.
- Opportunities for salary growth as responsibilities increase.

Our Ideal Candidate

We are looking for someone who is exceptionally organized and detail-oriented. You should be able to manage multiple tasks and deadlines at the same time, follow up consistently without being reminded, and make sure nothing falls through the cracks. You take pride in accurate, thorough work and enjoy being part of a team.

We can teach the technical aspects of real estate development. What we cannot teach is strong organization, reliable follow-through, and attention to detail. Those qualities matter most in this role, along with the initiative and commitment to become a valuable member of TBG Residential.

To Apply

Please submit a resume and a brief summary of your experience with project coordination, document management, or real estate development to ajohnson@tbgresidential.com.

TBG Residential is an equal opportunity employer. We consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law.