



Internal/External Job Posting: Federal Interest Specialist

Position : Federal Interest Specialist
Post Date : October 1, 2020
Closing Date : October 15, 2020

General Summary of the Position:

Community Development Institute (CDI) provides essential facilities and real property management support services and resources to the Office of Head Start (OHS) and Regional Offices. This position has primary responsibility for working in a team environment in providing technical support and resources to the ACF/HHS/OHS in the management of facilities with federal financial investment. More specifically, this position researches real property in the public and federal records and provides information on property records to OHS on these matters. Research includes ownership history, real estate transaction records, federal government, and other funding history to identify and document federal share in real property. Additionally, this position reviews the SF-429 real property report and provides findings to OHS and the Office of Grants Management (OGM). This position works in collaboration with project staff to develop action plans, materials, and resources to guide OHS and OGM in taking next steps to resolve federal interest properties. This position requires daily interaction with multiple federal agencies in the completion of project objectives.

This position is remote work from a home office.

Education and Experience Requirements:

- Juris Doctorate, with coursework in real estate transactions.
- Experience as a real estate/title attorney.
- Experience or extensive coursework in property law, real estate transactions, real estate finance, contracts and/or administrative law
- Experience reading, drafting and/or analyzing legal documents related to real estate transactions such as deeds, leases, mortgages, and construction contracts.
- Experience researching the public record (assessor's sites, recorder's sites, GIS sites, Secretary of State sites, etc.) and/or title software
- Ability to read and interpret regulatory language
- Training and experience in federal government: acquisition/property procurement, business analysis, financial management, program and management analysis is preferred.

Preferred qualifications:

- Real estate license
- State title insurer/title producer license
- Corporate real estate financing experience
- Government experience in land use/real estate

Send cover letter and resume to lgravelin@cditeam.org prior to the closing date.

Community Development Institute is an Equal Opportunity AA, M/F, Vet/Disability Employer



10065 E. Harvard Ave. Suite 700
Denver, CO 80231

720.474.5100
CDITeam.org