Purpose
The primary function of the Development Administrator is to assist the Senior Development Manager (SDM) in the daily operation of the Development Department including coordinating emails and meetings, recording information internally and externally for team members and clients. This role may also assist with project development by soliciting third party proposals and performing preliminary research for proposed locations, as directed. At the direction of the SDM, the Development Administrator will assist the Development Managers (DM) with municipal submissions and other development related tasks. This role is meant to aid specific teams or groups of individuals to complete the entitlement and permitting process for various projects. The focus will be to ensure accuracy of information, proper documentation, and thorough follow up for miscellaneous tasks on behalf of direct manager.

Essential Duties and Responsibilities
- Scan & file all project specific documents following the execution of the purchase agreement into the correct location across various software such as Procore, Office 365, or tenant specific programs.
- Coordinate meetings with clients, municipalities, engineers, architects, and other vendors.
- Track and Monitor all legal obligations from the purchase agreement to ensure that deadlines or obligations to seller or tenant are not missed.
- Attend internal meetings and record meeting minutes.
- Secure all travel arrangements for DM/SDM including flights, rental car, hotel, and other needs.
- Solicit proposals from third party contractors, as required.
- Complete applications related to permitting and entitlements for the municipality under the direction of DM/SDM.
- Perform preliminary site research.
- Mailing of any public notices as required and various plans to the municipality.
- Research submittal requirements and prepare transmittal or introductory letters to be submit in tandem with plans for the city.
- Maintain file structure in Office 365 and other centralized sources of information.
- Other duties as required.

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Solid transactional foundation with an understanding of the real estate transaction and development process
- Strong organization and time-management skills
- Good interpersonal and communication skills
- Great understanding of technology and adaptable to a multitude of software.
- Competent in conflict and crisis management
- Critical-thinker and problem-solver
- Highly motivated, self-starter. Demonstrated ability to work with minimum supervision while producing quality work
- Positive attitude and strong work ethic

Education Requirements
- High school diploma or general education degree (GED)
Work Experience Requirements

- Experience in Real Estate Development Administration or similar role
- 2-5 years of relevant business experience in real estate acquisitions, commercial real estate brokerage, or land development

Physical Demands
Normal amount of sitting or standing, average mobility to move around an office, able to conduct normal amount of work at a computer.

Travel
- Not normally required

Expected Work Hours

- 7:30 am – 4:30 pm or 8:00 am – 5:00 pm with an hour for lunch. The times may vary based on the needs of the executive team and other supervisors. The total hours worked should not exceed 40 hour per week.

*The statements included in this description are intended to reflect the general nature and level of work assigned to this classification and should not be interpreted as all inclusive.*