

## Purpose

The Development Manager is the primary contact and source of information for projects underway from site identification to commencement of construction. The Development Manager acts as a supporting role for the acquisition team and construction team in many tasks. Their primary focus is completing the entitlement and permitting process in a timely and cost-effective manner for all projects allocated to them. The Development Manager will be responsible for communicating project entitlement status across teams and to management. They must be a relationship builder and influencer who is skilled at establishing strong jurisdictional relationships and is comfortable navigating complex real estate entitlement processes, including conditional use permits, variances and re-zoning or zoning code amendment processes. They must also be an adept public speaker, enthusiastic, enjoy working hard and being challenged, while demonstrating sound judgement – particularly in ambiguous situations.

## Essential Duties and Responsibilities

- Produce layouts and site-specific information for acquisition team.
- Coordinate with tenant to approve layout for site book.
- Produce accurate soft cost budgets and schedules before project commencement for projects in a timely manner.
- Solicit proposals from third party contractors and consultants.
- Review proposals, compare and recommend consultants to achieve the project goals and budget.
- Procure third party contracts, back up information, and proof of proper diligence to support project budget and schedule.
- Review and submit approved project invoices to direct manager– within approval requirements.
- Ensure the scope of final as-built survey, obtain title work from legal and proper certifications for lender and finance team.
- Prepare for and attend all municipal meetings required to complete the entitlement of assigned projects.
- Manage and address all issues that arise during the entitlement process.
- Lease coordination with legal and finance, as required.
- Coordinate with the finance team in finalizing outstanding bonds after the construction process.
- Conduct pass off meeting with construction team to convey plan details, deal structure, seller obligations, municipal requirements and any additional information critical for the completion of construction.
- Aid construction team with permits and approvals as needed during the construction process.
- Update pipeline with approval from direct manager.
- Provide schedule updates and plan changes to direct manager, acquisition team and construction team.
- Abstract purchase agreement to understand buyer/seller obligations and insure the most cost/time effective approach is taken for the project.
- 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.*

- Be smart, organized, and have great communication skills
- Have the ability to overcome consistent challenges with ease
- Strong written and verbal communication skills
- Positive attitude and strong work ethic
- Possess the ability to build and maintain strong relationships with, planners, developers, consultants, and local jurisdictions
- Thorough understanding of land use regulations, site plan development and the site plan review/approval process
- Strong public speaking skills
- Good interpersonal skills and ability to keep calm under pressure
- Computer knowledge and efficiency, including Microsoft Office products, SharePoint, Smartsheet, desired experience with Procore
- Strong organization and time-management skills
- Excellent organizational skills, ability to manage multiple projects at once, follow through and meet deadlines
- Ability to work independently while being able to contribute successfully to cross-functional teams
- The ability to overcome consistent challenges with persistence and perseverance
- Competent in conflict and crisis management

### **Education Requirements**

- A bachelor's degree (Civil Engineering, Planning, Business, Finance preferred) or equivalent work experience
- AICP certification preferred

### **Work Experience Requirements**

- 3-5 or more years of relevant business experience in the industry including planning, zoning or land use capacity

### **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**

- Must attend municipal approval meetings when requested. Trips will predominantly be same day, but overnight stays should be expected on occasion.

### **Expected Work Hours**

- 45-50 hours per week with minimum office hours of 8am - 5pm

*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.*