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 attended 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.*