



Position Title: Real Estate Development Manager
Reports to: Director of Real Estate Development

Job Summary

Under the direction of the Director, Real Estate Development, the Real Estate Development Manager will work closely with the community groups, local officials, funders and contractors to identify real estate development opportunities, help secure funding and manage real estate development projects. This is a very important role, regularly interacting with key stakeholders, community partners and government officials. Here are some of the key duties and responsibilities for the role:

Real Estate Development Areas of Focus

- **Market Research & Analysis:** Conduct and or perform in- depth market analysis to identify specific areas for new development, which considers the location of existing communities, placement of competition, potential market penetration and demographics.
- **Site Assembly, contract negotiation & acquisition:** Locate favorable site for future development projects. Investigate and analyze real estate activity on potential development areas to determine the fair market value of proposed sites.
- **Negotiate and manage all terms of property acquisitions;** work closely with legal, development, architectural and financial team to ensure compliance with all legal and company requirements. Submit documentations of terms/conditions to all necessary party including legal for preparation of contracts.
- **Viability Assessment & Proforma development:** Complete a financial analysis and develop and maintain financial pro forma and related documents for each of the proposed sites.
- **Jurisdictional research and due diligence:** Identify pertinent development issues and standards that will impact on both existing and potential projects.
- **Land Use Process and entitlements:** Assemble and manage a team of coworkers and consultants to work required processes and obtain entitlements. Review sites to determine viability, cost, zoning requirements, local Ordinance ad acceptability to the company and seller.
- Attain government approvals (i.e. planning commission)

Fundraising, Fund Development and Fund Management

- Identify funding opportunities and lead the process of completing funding applications.

Project Management and Coordination

- Work with a team to compile construction documents through site design, plans review process and obtaining building permits.
- Monitor construction progress as owner's representative. Assist with on-site construction management issues, budgets and schedules.
- Manage the project from site identification, development, construction and successful delivery of the building expectations and deliverables.

Resource & Relationship Management

- Build and maintain effective and positive relationships with funders and other key stakeholders
- Maintain relationships with public officials. Advocate at city hall (i.e. pushing building permits).
- Attain government approvals (i.e. planning commission). Perform quality review of deliverables
- Identify resources needed for successful completion of projects and deliverables. Create RFPs to submit for approvals.
- Build and maintain positive working relationships with coworkers, contractors and other partners.

Qualifications

- Bachelor's degree in Business, Finance, Marketing or Related Degree required with at least 4 years of relevant work experience; will consider work experience or combination education may be considered in lieu of degree
- Solid background in urban planning and/or real estate. At least 3 years of urban real estate development experience preferred
- Must have keen design insight, be familiar with and have proficient knowledge of project management, construction drawings, specifications, bid documents and construction contracts, draws, change orders etc.
- Strong knowledge of computer systems and applications
- Professional and friendly verbal and written communication skills
- Ability to prioritize and work with frequent interruptions
- Top notch organization, analytical and negotiation skills
- Initiative and ability to work with limited direction
- Creative and proactive problem solver
- Understanding of complex financial analysis
- Maintains composure under fluctuating workload and pressure due to deadlines

Compensation

Salary: \$50,000-\$80,000 doe; 40 hours per week

Other

This is a full-time, in-office position.

(some weekends and evenings may be required).

Extensive local travel is REQUIRED. Must have valid driver's license.

For more information about the organization, please visit bbcdevelopment.org.