



Job Description

Job Title: Senior Project Manager
Reports to: COO
FLSA Status: (Exempt/Non-Exempt)
Prepared By: Nate Ballard
Prepared Date: 1/31/14
Approved By: Kip Wadsworth
Approved Date: 2/01/14

Summary

This position is an accomplished development executive possessing the full range of competencies required to deliver commercial real estate projects from inception to stabilized operations. He/she is fully versed financial and business analysis and can integrate regulatory, design, construction, marketing leasing and operational variables into sound business propositions. The Senior Project Manager reports directly to the COO. Moderate travel will be required.

Essential Duties and Responsibilities include the following. *(Other duties may be assigned.)*

- For each project, accountable for achieving the project schedule, cost and profitability objectives.
- Negotiate legal documents, letters of intent and leases.
- Manage and supervise relevant third party vendors, including architects, engineers and general contractors.
- Preparation and management of financial projections, project pro-formas and budgets.
- Review, reconcile and process expenses related to project transactions and activities.
- Negotiate and process contract change orders, draw requests, payments per company policy.
- Preparation and management of project schedules using Microsoft Project or similar software.
- Obtain permits, licenses, etc. with any government, community, environmental or other relevant group.
- From inception to stabilized operation, serve as process and schedule leader for interdisciplinary team, including finance, legal, design, leasing, construction, and operations to ensure business results.

- Initiate and thoroughly complete basic site research/due diligence, including county/state records, planning and zoning information, department of transportation records, availability and location of utilities, demographic information.
- Hire external parties to complete site specific reports, including ALTA survey, soils report, and phase 1 report.
- Gather and summarize land, lease, and sales comps for each project as required.
- Complete thorough research of competing projects. Location? Rates? Advantages and disadvantages? Current tenant mix? Current vacancy?
- Hire and manage brokerage firm/real estate agent to market the project.
- Bidding and negotiating construction contracts per company policies while utilizing company forms.
- Review and coordination of construction drawings with tenants, architects, engineers and contractors.
- Monitoring construction to ensure compliance with contract documents, quality workmanship and timely completion.
- Management of the project closeout including punch-lists, final documentation, contract and permit closeout.
- Regular coordination with property management and controller.
- Provide effective reporting and presentation of project performance to COO, CEO and/or shareholders.
- Communicates and implements company policies and procedures
- Maintain excellent tenant, partner and vendor relationships.
- Proactively seek profit opportunities on all projects.
- Create and maintain a positive image for company.
- Other tasks as assigned by COO.

Required Qualifications

Education

- Completion of a bachelor's degree at an accredited college or university, preferably in business, real estate, urban planning or construction management.
- Completion of a master's degree at an accredited college or university preferred

Experience and Qualifications

- At least seven years of relevant commercial real estate development experience, with verifiable references
- Successful track record of project development
- Successful track record of dealing with governmental agencies
- Proven track record of successful lease transactions
- Excellent communication skills, capable of representing the company in front of general public, governmental agencies and other public events
- In depth knowledge of the design, planning, entitlements, construction processes, procedures, scheduling and workflow
- Ability to read, comprehend and negotiate contracts, including purchase contracts, leases, construction contracts, etc.
- Experience in tax-credit financing preferred but not required
- Proficient in reviewing and understanding title documentation, financial contracts, rent rolls and related development reports

- Proficient in reviewing construction documents including site plans, elevations, building plans and specifications
- Ability to complete detailed pro-formas, budgets, schedules and perform sensitivity analysis on each
- In depth knowledge of the commercial real estate industry
- Ability to write clearly and informatively
- Leadership skills necessary to bring various parties (municipality, architect, engineer, contractor) together to accomplish company objectives
- Efficient with strong time management skills. Ability to set priorities in the face of multiple projects in a fast paced environment
- Ability to foresee and find effective solutions to problems
- Strong interpersonal skills as a team player, works well in a group environment
- Deadline oriented with a strong work ethic - sets and achieves challenging goals
- Ability to learn quickly and apply newly learned concepts, policies or procedures
- Detail oriented, organized and concerned with accuracy
- Highly proficient in Microsoft Word, Excel, Powerpoint, Project and Adobe Acrobat
- Possess an uncompromising attitude toward quality of work
- Positive attitude, professional workmanship and appearance and results driven

Acknowledgement

I have received and read a copy of this Job Description and understand the expectations of the job. I further understand that additional tasks and duties may be assigned at the discretion of my supervisor without altering this description. I know that if I have any questions about this description, or other expectations of my job, I can ask my supervisor to provide clarification.

Employee Signature

Date