



Please Contact: Jodi Dakin
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Position Title: Senior Development Manager (Newton, MA)

Reports to: Senior Vice President, Development

Position Purpose

Has responsibility for managing large-scale and complex multifamily, commercial, retail and mixed-use development projects for the company. This includes managing due diligence, design, permitting and budgeting for proposed development projects; selecting and managing third party consultants; resolving zoning issues; establishing accurate budgets; setting and managing project schedules; negotiating and managing contracts; and developing and maintaining relationships with vendors, public officials and various other stakeholders.

Essential Functions

The following list of essential job functions is not exhaustive and may be supplemented or changed as necessary.

Feasibility Analysis and Site Acquisition

- Analyzes and reviews market, zoning and site information through direct investigation and third party consultants
- Assists Senior Vice President with identification and procurement of development deals

Design Process

- Coordinates design teams
- Reviews and comments on design and construction documents
- Monitors market conditions and events relative to development projects
- Manages material and finishes selection process

Permitting

- Coordinates permitting of new development projects
- Represents development projects and Corporate publicly; this includes attending and participating in public and private hearings and meetings with vendors, consultants and various stakeholders
- Develops permitting strategies and conducts presentations to zoning and permitting boards for approval

Third Party Consultant Management

- Manages various consultants, including but not limited to design, engineering and outside permitting consultants
- Reviews consultants' work for detail and accuracy

Financial and Schedule Management

- Establishes and maintains development budgets and manages the project according to approved budgets
- Develops and maintains financial models and pro-formas for development projects
- Develops and maintains comprehensive critical path schedules for development projects

Coordination of Design during the Construction Process

- Manages design and engineering coordination during construction
- Reviews contractor requests for information and architects supplemental instructions and submittals
- Coordinates the procurement of furniture, fixtures and equipment
- Coordinates and facilitates the transition from construction to operations

Additional Responsibilities

- Reviews environmental, geotechnical, structural and transportation analysis
- Conducts and/or coordinates research on new zoning regulations, state regulations and state programs that may affect proposed development projects
- Maintains familiarity with building codes and best practices
- Interacts with attorneys and reviews legal documentation

- Leverages the skills and resources of an internal Development team, including a Development Manager, Development Analyst and Development Assistant
- Utilizes other Company employees effectively, including Marketing, Operations and Accounting
- Complies with all Company policies and procedures

Specific Job Knowledge, Skill and Ability

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

- Must possess strong management and leadership skills
- Must possess strengths in verbal and written communications; must be articulate and have the ability to adapt communications/presentations and deliver clear and concise reports and analysis to senior management
- Strong attention to detail and organizational skills
- Ability to meet established deadlines in a timely manner
- Must possess strong initiative and be resourceful with the ability to develop creative solutions
- Ability to project a positive and professional image on behalf of the Company
- Ability to produce conceptual development proposals and documents, as well as ability to write reports, business correspondence and other types of planning documents
- Must be flexible and adaptable and have the ability to manage several projects simultaneously in various stages of development
- Ability to interpret and evaluate proposals, architectural concepts and drawings, contracts, consultant proposals and government regulations
- Ability to effectively present information and respond to questions from senior management, outside vendors and the general public
- Strong analytical skills with attention to detail and follow-through; must also be organized with the ability to see the big picture
- Strong project management and problem resolution skills
- Strong personal computer skills, including Microsoft Word, Excel, Project and PowerPoint
- Ability to establish project milestones for individual team members and help them meet these goals through strong management, mentoring and coaching
- Ability to handle pressure, meet deadlines, set priorities for workload and work independently
- Ability to interpret responsibilities and possess the initiative and willingness to assume additional responsibilities
- Ability to work collaboratively with coworkers and maintain a cooperative, productive atmosphere

Supervisory Responsibilities

- Must have ability to manage and supervise a development team, which includes design, engineering and outside permitting consultants
- Carries out supervisory responsibilities in accordance with the organization's philosophy

Experience

- Eight to ten years of experience in real estate development is required
- A background in design, engineering or architecture is a plus
- Experience developing a variety of real estate types, from permitting through the development process is essential

Education

- A bachelors degree in a related field is required
- A graduate degree in real estate, design or engineering or a Masters in Business Administration is preferred