



**Job Title:** Development Manager

**Location:** Phoenix

**Strategy:** Multifamily

**Start Date:** Immediate/Flexible

### **Opportunity**

The Development Manager is a critical member of the development team and responsible for all design and construction related aspects of the multifamily projects from an “owner’s representative” function. The ideal candidate will have 7-10 years of experience in construction with a focus on multifamily projects and have strong relationships in the subcontractor market. The Development Manager will report to the Director of Development Management for LCG, be responsible on a project level to the Development Partner, and serve the following duties:

#### **General:**

- Manage all projects in the region to ensure projects are completed on schedule, on budget, lien and lawsuit free, safely, at the quality contemplated in design and in accordance with the construction contract.
- Review and advise on new development design, construction feasibility and cost.
- Report monthly on project costs, schedules, budget, quality, legal issues and lien releases to Managing Director, Regional Director, and implementation team
- Facilitate team and client meetings effectively.
- Effectively communicate relevant project information to superiors.
- Deliver engaging, informative, well-organized presentations.
- Resolve and/or escalates issues in a timely fashion.
- Understands how to communicate difficult/sensitive information tactfully

#### **Initial Pricing Estimates:**

- Maintain real time knowledge of local pricing trends for each construction type in order to provide early underwriting guidance.
- Confirm initial estimates with feedback from local GCs.

#### **Pre-Construction:**

- Participate in the design meetings to provide input on pricing impacts of construction methods and materials selections.
- Coordinate the interview and selection process for GCs and negotiate Pre-con agreements with selected GC to participate in the final design process.
- Oversee building permit process and maintain knowledge of code revisions.
- Review drawings for constructability concerns and take ownership of construction drawings.
- Maintain knowledge of new industry products.
- Generate and maintain a Pre-Construction Schedule.

#### **Construction:**

- Monitor contractor’s buyout process and GMP budget.

- Inspect all job sites on a regular basis, participate in biweekly job site meetings, OAC meetings and Draw walks by the architects.
- Verifying work completed, providing guidance on materials and method alternatives, managing the Architect's construction administration (RFIs and submittals).
- Proactively challenge contractor to identify potential challenges and work to avoid delays.
- Review and make recommendations for all PCOs and coordinate Change Order Approval.
- Ensuring the expected quality of the final product.
- Coordinate contractor's monthly report for development lead.
- Coordinate with owner consultants and/or utility providers.

**Schedule:**

- Monitor construction progress and schedule on a weekly basis through onsite inspections.
- Verify all requests for time extensions from the GC and ensure all inspection approvals, trade starts, and turnover schedules are met.

**Punch:**

- Conduct Pre-Punch meetings with the GCs to set punch condition expectations.
- Select a mockup unit for pre-punch condition verification and sample punch walk thru.
- Participate in and set standards for punch walks with operations teams.
- Conduct punch walks for initial units, all common areas, amenity spaces, interior corridors, etc.

**Education and Qualifications:**

- CMAA or PMP Certification or bachelor's degree in Engineering, Architecture or Construction preferred.
- OSHA 30 Hour Certification preferred.
- Strong quantitative skills and demonstrated analytical ability.
- Strong organizational skills and attention to detail with ability to manage multiple projects simultaneously.
- Outstanding communication, teamwork, and interpersonal skills.
- Possess a working understanding of model contract documents such as the AIA set of contract documents
- Knowledge of construction methods and construction codes with the ability to interpret intent of Owner Project Specifications.
- Possess a thorough understanding of Project Safety, Project Management, Building Design and Construction, Critical Path Methodology (CPM) Scheduling, Building Cost Modeling.
- Proficiency in the following software programs: Adobe Acrobat Pro or Bluebeam Revu, Microsoft Office Suite and Microsoft Project.
- Experience in subcontractor, manufacturer, and vendor management.

To apply for this role, please send your cover letter and resume to Christina Nguyen at [christina@leoncapitalgroup.com](mailto:christina@leoncapitalgroup.com).