

Position Description

Development Manager - Dallas

Confidential

Development Manager

REPORTING TO: Sean Wood, Managing Director

DIRECT REPORTS: TBD

LOCATION: Dallas, TX

COMPANY DESCRIPTION

LEON CAPITAL GROUP

www.leoncapitalgroup.com

Leon Capital Group is a privately-owned real estate development and investment company, focusing on speculative development and build-to-suit projects throughout the U.S.

Leon Capital Group offers experienced leadership, a history of successful commercial development projects, and a hard-won reputation for tuning in to the needs of their customers. Leon Capital Group serves corporate and institutional clients with the need for designing, building, and leasing new facilities in one or multiple markets. Their knowledge, expertise, flexibility, and resourcefulness enable Leon Capital Group to consistently deliver quality service and a superior product to their clients. Leon Capital Group is proud to have completed development projects nationwide.

This newly hired Development Manager will focus on and grow industrial development and expand Leon Capital Group's speculative development and build-to-suit capabilities. Industrial development is the strategic focus. Leon Capital Group is proactive and thorough in site selection and is known for its expertise in navigating through both the due diligence and entitlement process. Leon Capital Group identifies risks and opportunities early in the development process and openly communicates important aspects of a project with the client throughout the entire process.

This position will be responsible for the start to finish management of the industrial property development, which will include project management of approvals, pre-construction, and construction. Leon Capital Group is looking for a dynamic individual with strong industrial experience who has a proven track record of success as well as experience in leading teams.

SCOPE AND RESPONSIBILITIES

Leon Capital Group is ultimately seeking a Development Manager to cover investments in the Southwestern region of the US. The position requires a high degree of energy, enthusiasm, outgoing personality, technical competence, and professionalism. The position reports to the Managing Director in Dallas. Experience in land acquisitions as well as ground up development is highly desired. This position will also manage and oversee a variety of third-party teams such as executing development, design, tenant improvements and construction of industrial properties.

With a minimum of five years of experience within commercial real estate, candidates must demonstrate a combination of academic aptitude, quantitative skills, personal motivation, and distinguished written and oral communication skills. Coordination with members of the Leon Capital Group team will be paramount to ensure success.

Specific Responsibilities:

The successful candidate will be expected to be responsible for:

- Being a key member of the team to expand Leon Capital Group's industrial development and build-to-suit program.
- Participating in the identification / acquisition / negotiation process for site acquisition.
- Working to efficiently manage industrial development & entitlements, design, bidding, permitting and construction. Projects will be located throughout the Southwest.
- Budgeting and scheduling on individual projects.
- Assisting with the hiring and supervision of architects, consultants, and contractors, monitoring progress, reviewing contracts and approval of payments.
- Negotiating and preparing contracts, work authorization of change orders, close out packages, etc.
- Working with teams to develop conceptual budgets and schedules.
- Understanding goals involved in each project to best deliver successful projects (i.e. schedule constraints, etc.).
- Overseeing project teams with Cities and Governing Agencies in obtaining approvals as needed for projects.
- Identifying potential roadblocks and develop strategies to mitigate impacts or delays. This would include management of third-party construction management firms when they are engaged on a project.
- Assuring accurate budget variance reports and schedules for projects.
- Driving value engineering efforts as needed and timely performance of the project teams.
- Coordinating and managing internal approval processes for design, budgets, and other project related items.
- Communicating status of all projects at regular meetings with key management personnel.
- Maintaining "Action Plans" that are distributed on a regular basis.
- Coordinating with the accounting and operations group to ensure accurate and timely accounting reports as well as accounts payable.
- Assisting with developing a strong network of contractors, architects, and consultants for efficient execution.

KEY SELECTION CRITERIA

- Degree of a Bachelor of Science or Business Administration in Real Estate, Construction Management, Architecture or Engineering (Civil or Structural) is preferred over other degrees.
- 5+ years of experience working in the field of Development, Project, or Construction Management. Applicant should have a minimum of 3 concurrent years' experience working in direct underwriting and full development of projects.
- Represent Leon Capital Group in a positive and professional manner, exhibiting behavior consistent with the company's business values and promote the Leon Capital Group brand with enthusiasm.
- Experience in estimating, management and close-out is required.
- Maintain a high regard of confidentiality for company information.
- Embrace the small office environment and assist others to achieve the deadlines imposed.
- Be self-motivated and can multi-task and prioritize with minimal direction.
- Be enthusiastic, maintain a positive attitude, be a good team player and customer service oriented.
- Maintain computer proficiency: Excel, Word, Outlook, PowerPoint, MS Project, Google Earth, ACAD viewer, Bluebeam Revu, and Adobe Acrobat.
- Display excellent written and verbal communication skills.
- Be proactive in approaching solutions and problem solving.
- Capable of managing multiple projects at different phases at the same time.
- Work and manage a team well under pressure.
- Be able to travel up to 30% of the time.
- Promote a positive, can-do attitude with a real focus on efficiency and effectiveness.

PERSONAL / PROFESSIONAL ATTRIBUTES

- Possess a strong track record of successes and accomplishments in prior roles.
- Demonstrated ability to make sound business decisions and exercise good judgment.
- Possess excellent organizational skills with the ability to prioritize and multi-task.
- Must be self-motivated and able to work well with people.
- Stability, temperament, and emotional maturity consistent with working in a results-oriented group of professionals and in a highly productive work environment.
- Possess a very high energy level and strong, focused work ethic.
- Integrity and ethical standards must be of the utmost highest standards.
- Strong leadership and interpersonal skills, with effective time management and the ability to multitask in a fast-paced entrepreneurial environment.
- Possess the self-confidence, maturity, and knowledge to be able to function independently.
- Ability to connect with key leaders and stakeholders on a formal and informal basis to ensure timely alignment, maintaining continuous feedback loop to ensure team is aligned with business throughout projects.

COMPENSATION

- The compensation package for this position is attractive and will consist of a base salary and bonus incentive with a comprehensive employee benefit program designed to fit the ideal candidate.
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