

JOB DESCRIPTION

PROJECT DEVELOPMENT MANAGER



Reports to: President and CEO

FLSA Status: Exempt

Job Summary:

The Project Development Manager will oversee all aspects of real estate development projects. This includes ferreting out opportunities, managing the site acquisition and due diligence phase, entitlements, design, project planning, financial analysis, and coordination with various stakeholders.

Job Scope and Essential Functions:

Responsibilities:

- Lead the process of real estate development projects, including project timelines, budgets, and resource plans
- Identify potential development sites and thoroughly analyze feasibility, risk factors, etc.
- Ensure that projects are kept on time, within scope, and within budget
- Collaborate with design teams to develop preliminary architectural and civil engineering plans
- Manage contract negotiations and acquisition agreements
- Develop financial analysis models such as pro forma statements and investment returns
- Coordinate with legal and regulatory bodies to obtain necessary entitlements, permits and approvals to ensure compliance with all regulations, zoning laws, and environmental standards
- Stay informed about market trends, property values, and competitors in order to make informed decisions and recommendations for new development opportunities
- Build and maintain relationships with external partners and stakeholders
- Regularly provide updates and reports regarding project milestones and key issues
- Maintain thorough documentation of contracts, permits, financial records, and core processes
- Represent KCC at industry-related events
- Actively participate in EOS L10 meetings and complete quarterly rocks

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Role Competency:

- Communication: actively listens, clearly articulates values and services and is easily understood, demonstrates professionalism in verbal and written communication
- Perseverance: remain constant, align goals with Company strategy, positive attitude, high regard for oneself and others, overcomes obstacles with integrity, motivated to achieve, ability to target potential leads, connect the dots, make calls, and schedule meetings, enthusiastic, curious, and driven to succeed
- Strategic: data-driven and results oriented, natural problem-solving mindset that seeks to meet the customer's needs and capture opportunities, work both independently and as part of a team
- Self-driven: personally accountable, with the ability to move initiatives forward independently, building alignment along the way, professional demeanor and track record of establishing impactful connections with decision-makers
- Successful Outcomes: generate development opportunities to partner with our existing developer client base as well as provide development services and expertise to our corporate end-user clients who self-develop

KCC Core Values:

- Reputation
- Teamwork
- Caring
- Do The Right Thing
- Whatever It Takes
- Fun

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Qualifications:

- 3+ years of real estate development experience

Technology Skills:

- Excel
- MS Project
- Argus
- CoStar
- Unanet (Cosential)
- Power BI

Physical Demands: site/building tours, travel for local and national conferences

Working Conditions: 90% office, 10% travel/off-site