



Our Mission: Build Buckingham Properties one customer at a time by consistently providing quality services on a cost effective basis. Our team members will be experienced, ethical, qualified, effective and efficient in all phases of service. Our team will embrace technology, foster leadership skills and use clear communications to achieve our growth.

Title: Development Manager
Department: Construction & Development
Reports to: VP, Construction & Development
Status: Full-Time, Salaried, Exempt
Revised: January 2019

General Description

The Development Manager is responsible for managing all aspects of the development process from inception to completion including working cross-functionally with acquisition teams, finance, operations groups, and third-party vendors. Must have a demonstrated track record of leadership and innovative thinking to build new procedures, teams, and projects from the ground up.

Essential Duties and Responsibilities

- Negotiate and execute all types of development related contracts including but not limited to; entitlements, building permits, construction agreements and other critical contracts in the development process
- Develop clear project plans for each development clearly articulating; project vision, building requirements, performance metrics, budgets, schedules and all other desired outcomes
- Direct the activities of relevant third parties including; attorneys, architects, construction managers and other consultants throughout the life of a development project
- Analyze the feasibility of potential development sites and evaluate the associated risks, assist in the sourcing, due diligence, and review of future development opportunities
- Manage and coordinate required updates with Finance, Acquisitions, and Operations departments on the status of each project
- Maintain complete records of all plans and all changes that arise.
- Conduct site visits during all stages of process
- Performs other related tasks and duties as assigned or required.

Minimum Qualifications

- 7 years' experience in development management.
- BS degree in construction management, architecture, engineering or related field
- Advanced knowledge of development management processes, means and methods
- Expert knowledge of building products, details and relevant rules, regulations and quality standards
- Understanding of all facets of the development process
- Ability to plan and see the "big picture"
- Competent in conflict and crisis management
- Leadership and team management skills
- Excellent time and project management skills
- Valid and clean driver's license.