

Holladay Properties

JOB DESCRIPTION

Job Title:	Development Manager
Division/Department:	Nashville, TN Development Team
Location of Job:	1508 Elm Hill Pike Nashville, TN 37210
Work Schedule:	8:00 - 5:00 PM
Compensation:	The Development Manager compensation will be commensurate with experience depending on experience and qualifications. This range is subject to local, state and regional dynamics and maybe adjusted up or down depending on market conditions.

The Development Manager provides management assistance and coordination leadership on a wide variety of development projects (in particular Construction Building Projects – redevelopment, office, industrial, retail)

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Providing development strategy throughout all project phases (site acquisition, contracts, programming, design, financing, construction, leasing/marketing)
- Liaison with Metro Nashville and other governmental officials, including organizing and attending meetings as required to resolve outstanding matters. Follows through with all pertinent parties to ensure that appropriate action on pending matters is done as required
- Assist in the coordination of zoning matters with appropriate consultants, legal and governmental bodies
- Ensures all plans and required submittals are processed with the appropriate government body and follows through to obtain necessary approvals. Track progress of these submittals to receipt of required approvals
- Coordinates schedules and attends to architectural design/schedule matters and follows through to ensure required action is done as required
- Responsible for the coordination of land surveys, easements, etc. and works with surveyors, engineers etc. to ensure work is done as required
- Assists in the interviewing and selection of outside consultants
- Interviews and selects general contractors, subcontractors and other similar 3rd party vendors.
- Prepares and solicits bids for a variety of development required contracts
- Coordinate environmental reviews and remediation efforts on various development projects
- Monitors and coordinates the work effort of all project architects, engineers and consultants to ensure their scope of work is in conformance with the project budget, schedule and development guidelines
- Coordinates draw submittal with accounting

OTHER DUTIES MAY INCLUDE:

- Monitors construction activity and schedule. Visits project sites, as appropriate, with Development Partner for the purpose of understanding project schedule and budget as it relates to the overall partnership interests
- Prepare weekly reports regarding the status of each development including status of construction, cost variances, unresolved items and other project related reports. Includes photographs as appropriate
- Able to analyze construction/development costs and understand the impact of these on the development
- Maintains all project records per the office record keeping system
- Monitors project closeout process including contract closeouts, punch list and final payments.
- Reviews monthly draw for conformance with Operating Agreement requirements
- Aware of the sales and marketing activities, and understands how these relate to status of construction

QUALIFICATIONS:

- 5-7 years of development/engineering experience
- Bachelor's degree in Engineering required; MBA preferred
- Basic knowledge of financial principals
- Excellent computer skills, with emphasis on Word, Excel, Power Point, Internet access, AutoCad experience is beneficial
- Understanding of environmental remediation procedures and permit application process
- Familiarity with the Metro Nashville permitting process, knowledge of how to work with the Department of Economic Development, Building Department, and other appropriate City departments
- Good organization, communication and administration skills
- Good oral, written and interpersonal skills
- Ability to perform under pressure
- Able to work with people at all levels
- Ability to prioritize work assignments and adapt to changing priorities
- Professional attitude, appearance and demeanor
- Minimal Travel may be required

PHYSICAL DEMANDS:

- Employee is required to walk multiple premises which can require climbing stairs to inspect stairwells, and be in high spaces, such as roof to inspect equipment if necessary.
- Employee may occasionally be required to lift or move an items over 10 pounds.

PROMOTIONAL OPPORTUNITY:

Employees with more than twelve months of service may request consideration to transfer to other jobs as vacancies become available and will be considered along with other applicants. To be considered, employees must have a satisfactory performance record and have no disciplinary actions during the last 12 months. Management retains the discretion to make exceptions to the policy.

This description is not all inclusive and duties will vary depending on assigned portfolio.

About Holladay Property Services:

Holladay Properties is a full-scale land development, design/build and fully-integrated real estate company, as well as one of the largest medical office management firms in the country. Our medical division has a national reputation of excellence in MOB management and development of medical real estate assets for third-party owners and is an IREM Accredited Management Organization.

Employee Benefits include:

- Medical, dental, vision, 401K
- Casual Fridays
- Strengths based culture
- Employee development
- Community involvement
- Competitive compensation