



**JOB TITLE:** Development Manager

**EMPLOYER:** ReBUILD Metro, Inc.

**DEPARTMENT:** Development

**REPORTS TO:** Director of Development

**EFFECTIVE DATE:** 4/15/2022

**SUMMARY:** The Development Manager coordinates the development process from project inception through stabilized occupancy or sale. Primary duties include: securing site control, permits and approvals, developing budgets, creating and monitoring development and construction schedules, preparing reports for compliance, and ensuring timely completion and delivery of for sale and rental units.

**DUTIES AND RESPONSIBILITIES:**

- Developing project budgets for, and analyzing feasibility of, scattered site rowhouse reconstruction projects
- Review, evaluate, and report the financial feasibility of the proposed development and any physical and/or regulatory constraints and impediments that would preclude development, use and/or adversely impact the financial viability of the property for its intended use and communicate findings.
- Identifying and tracking sources of financing for the renovation or new construction of single-family rental and for-sale rowhouses.
- Create, track, and report project schedules and budgets to ensure projects remain on time and on budget.
- Identify, document, and manage required reporting for project funders and internal tracking.
- Coordinate the activities of external consultants to obtain zoning, entitlement, funding, and permit approvals necessary for project development.
- Prepare project financing applications and assemble and submit documents to lenders and investors. Track and manage periodic reports for project funders as required.
- Analyzing market dynamics to inform sale and rental of completed rowhouses.
- Facilitate the closing process for site acquisition and project financing, in coordination with internal departments and outside consultants. Communicate and track regulatory requirements and timelines associated with project financing to the development team and consultants.
- Monitor construction progress and provide timely reports to relevant internal departments and to funders and investors.
- Assemble and submit closeout materials to funders and internal team members. Facilitate handoff to property management staff or to sales agent, as appropriate, following construction completion.



**QUALIFICATIONS:**

The requirements below represent the range of knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree in real estate finance, real estate development, urban planning, or a related field.
- One to three years of related experience and/or training, or equivalent combination of education and experience.
- Computer skills required: Spreadsheet Software (Excel); Word Processing Software (Word); Electronic Mail Software (Outlook); Presentation software (PowerPoint). Facility with database systems (e.g. Access and YARDI), Adobe Creative Illustrator or InDesign, and ArcGIS/QGIS.
- Strong organizational skills
- Strong interpersonal skills
- Strong financial modeling or budgeting skills
- Strong computer skills, emphasis on Microsoft Office, YARDI, Microsoft Project
- Strong written and oral communication skills
- Financial and job cost accounting knowledge
- Ability to work under pressure and coordinate numerous activities and groups of people who need to cooperate to achieve maximum efficiency
- Working knowledge of zoning, planning, construction terminology, and environmental standards and policies.
- Familiarity with BRNI, HOME, CDBG, CHAP credits, and similar or related state and local housing finance programs, preferred.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Required to sit
- Occasionally required to stand
- Occasionally required to walk
- Continually required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl.
- Frequently required to talk or hear
- Frequently utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- Occasionally work near moving mechanical parts
- Occasionally work around fumes, airborne particles, or toxic chemicals.
- Periodic exposure to outside weather conditions
- While performing the duties of this job, the noise level in the work environment is usually moderate.
- The employee must occasionally lift and /or move more than 25 pounds.
- Specific vision abilities required by this job include: Close vision; Distance vision; Color vision; Peripheral vision; Depth perception and ability to adjust focus
- Additional remarks regarding work environment: This role routinely uses standard office equipment such as computers, calculator, telephones, photocopiers, scanners, and filing cabinets

---

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*