

Development Associate

Reports to: Senior Development Director

Department: Development

Classification: Exempt

Travel: 25%

POSITION SUMMARY

The Development Associate is responsible for the coordination, procurement and review of all due diligence items on projects. This position also assists with entitlement and permitting activities for the development of new multi-family, retail and hotel projects. The Development Associate will lead one to two projects through the entitlement/permitting phase with the oversight from Development Directors.

RESPONSIBILITIES:

- Obtain required due diligence items on projects by preparing the scope of work, hiring the consultant, reviewing the reports/surveys and resolving all issues identified in the reports
- Work with various environmental agencies to resolve any issues and receive approvals such as wetland fill permits, work required within a floodplain and addressing environmental contamination
- Review of zoning codes to understand all project requirements and required approvals
- Research and understand the municipal approval process including timing, impact fees and other fees required in order to develop the project
- Responsible for necessary entitlement and permitting (except building permits) on specific projects including coordinating with all applicable local, state and federal agencies
- Obtain political support for the projects
- Negotiate various project requirements with the municipality which includes Development Agreements, Annexation Agreements, TIF Agreements, etc.
- Present projects for municipal approvals to various governmental boards/agencies which include neighborhood meetings and other outside stakeholders
- Coordinate plan completions with engineers/architects and review all plans prior to submission to municipalities and various governmental agencies
- Obtain signage approvals
- Coordinate with various utility companies in order to provide service to new development which includes easement documentation
- Negotiate any and all easements required for the project
- Review and comment on all retail space LOIs, Offer to Purchase Agreements, and retail leases for the project
- Prepare and maintain project budgets and schedules per the Investment Committee approvals
- Additional responsibilities as assigned

COMPETENCIES

- **Action Oriented** – enjoys working hard, is action oriented and full of energy for the things seen as challenging; seizes opportunities; not fearful of acting with minimum of planning
- **Dealing with Ambiguity** – can effectively cope with change; can decide and act without having the total picture; is not upset when things are up in the air; can comfortably handle risk and uncertainty

- **Problem Solving** – uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answer
- **Drive for Results** – can be counted on to exceed goals successfully, is constantly and consistently a top performer; very bottom-line oriented; steadfastly pushes self for results
- **Priority Setting** – spends his/her time and the time of others on what's important; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus
- **Negotiation** – can negotiate skillfully in tough situations; can settle differences with minimum noise; can win concessions without damaging relationships; can be direct and forceful as well as diplomatic; gains trust quickly of other parties to the negotiations; has a good sense of timing
- **Conflict management** – steps up to conflicts, seeing them as opportunities; can hammer out tough agreements and settle disputes equitably; can find common ground and get cooperation with minimum noise
- **Timely Decision Making** – makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure; able to make a quick decision
- **Presentation Skills** – effective in a variety of formal presentation settings; one-on-one, small and large groups, with peers, and bosses; is effective both inside and outside the organization; commands attention and can manage group process during the presentation; can change tactics midstream when something isn't working
- **Learning on the Fly** – learns quickly when facing new problems; a relentless and versatile learner; open to change; analyses both successes and failures for clues to improvement
- **Comfort Around Higher Management** – can deal comfortably with more senior managers; can present to more senior managers without undue tension and nervousness; understands how senior managers think and work; can determine the best way to get things done with them by responding their needs

QUALIFICATIONS & REQUIREMENTS:

Education: Bachelor's Degree in Architecture, Planning, Civil Engineering, Business or related field required. Master's Degree strongly desired.

Experience: One to three years of related experience is preferred. An understanding of entitlement and due diligence process required. Knowledge of zoning codes, municipal processes and real estate terminology necessary.

Skills: Understanding of due diligence materials, zoning codes, municipal process, and real estate terminology. Strong (written and verbal) communication skills. Exemplary presentation and negotiation skills with an ability to confidently share relevant information and create buy in from key stakeholders. Unmatched attention to detail and the ability to meet tight deadlines without compromising quality. Exercise good judgment and discretion in prioritization and decision making. Ability to cope with competing demands.

Position Description Written By Kim Grimm/Ashley Napoli Date 2015

The above statements reflect the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.