



JAIR LYNCH

DEVELOPMENT PARTNERS

DEVELOPMENT MANAGER JOB DESCRIPTION

JAIR LYNCH is a Washington, D.C. based urban regeneration company that responsibly transforms urban markets into extraordinary neighborhoods. The company is involved in real estate projects as an investor/developer as well as a market analyst, real estate advisor, development manager, construction manager and financial services advisor to third party clients. To help us achieve our vision the company is in need of a Development Manager with strong technical, work and personal skills. For additional company information please see the firm's website (www.jairlynch.com).

Primary Function

The Development Manager will be responsible for overall project execution on assigned projects. These may include Residential (For Sale, Rental or Hotel), Commercial (Office, Industrial or Special Purpose) or Retail communities. These assignments may either be for in-house JAIR LYNCH sponsored investments or as part of a fee service for third party clients. The scope of responsibilities includes managing for compliance with Business Plan all aspects of the development process including due diligence, feasibility, programming, design, entitlements, financing, construction, marketing, sales and/or leasing oversight, completion & opening, warranty and closeout. The Development Manager will typically work on three to four projects simultaneously. Depending on the size and nature of a Project the Development Manager may sometimes work with an assigned Development Specialist, Development Associate and/or Development Coordinator. The Development Manager must be able to work efficiently in a fast-paced, multi-task environment with competing priorities and multiple project assignments. Specific responsibilities are synched and flow from JAIR LYNCH's proprietary 30-Step Development Management System™.

Duties & Responsibilities

Work on for sale, multi-family, commercial and/or retail mixed-use projects as assigned with responsibility for Business Plan compliance including the following:

- Work with business development team as opportunities are being secured in order to efficiently take over project as it transitions from Sourcing to Pursuit phase.
- Participate in creation and building of Project Business Plan.
- Manage the Due Diligence process.
- Manage design/coordination meetings during pre-development.
- Manage operations/marketing meetings during construction/delivery period; ensure follow-up with appropriate parties as needed with issues that arise.
- Manage the procurement of easements, entitlements, off site agreements and permits.
- Manage and/or assist in the project financing process as requested with applications for project debt and equity.
- Work with underwriting team on closing project specific institutional equity transactions.
- Manage the selection and performance of Project design, construction, sales and/or leasing and/or management team.



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- Manage regular periodic Project performance reviews including market analysis/positioning.
- Manage comprehensive tracking of project data for required reporting (construction progress, budget tracking, sales and/or leasing status, periodic market updates).
- Ensure Project performance is in compliance with approved Business Plan.
- Research and track latest industry trends as directed or required for assigned projects.

Qualifications

- Bachelor's degree at a minimum in a real estate development related field (i.e. Engineering, Architecture, Construction, Finance, Law, or Economics).
- Eight years minimum work experience in real estate development.
- High degree of organizational skills and problem-solving ability; specifically the ability to work as self starter especially as it relates to calling on resources outside the firm.
- Resourcefulness in finding information and answers from within and outside the company.
- Respect for details and ability to execute them at a high level without excess supervision.
- Ability to prioritize/execute to achieve desired company and project goals with prudence and sense of urgency.
- Collaborative approach and respectful relationship style with members of the neighborhoods within which we work as well as colleagues, consultants and third party trade partners.
- Articulate communication – verbal, pictorial, numerical – as relevant to the development process.
- Strong business aptitude and common sense.
- Excellent telephone, communication and organizational skills, as well as excellent written and verbal communication skills.
- High degree of problem spotting and resolution ability. The Development Manager needs to plan and “See the Deal” from concept to completion while it is still just an idea and maintain that focus, anticipation, discipline and rigor through to completion.
- Desire to learn and professionally grow.
- Strong relevant computer skills in Microsoft Outlook, Word, Excel, PowerPoint, Project, Timberline, Buildtopia, CAD, Prolog and Access a plus.
- Desire to invest your passion and commitment to a vision you feel you can embrace and learn and grow a career in real estate development.
- LEED certification a plus (if not present this will be required going forward).
- Willingness and flexibility to do “whatever it takes”; a strong team player.
- Strong employment references and submit to/pass a complete background check.
- Ability to embrace and live the company's Core Integrity.

Salary & Benefits

Salary commensurate with experience. Benefits include health insurance, disability insurance and 401(K) plan. Two weeks vacation annually.

JAIR LYNCH IS AN EQUAL OPPORTUNITY EMPLOYER

PEOPLE. PLACE. PROSPERITY.™