

COMMERCIAL REAL ESTATE DEVELOPMENT PROJECT MANAGER

Organization:

ViaWest Group is a Phoenix, Arizona-based real estate investment, development and services firm focused on commercial real estate investing through a range of fund vehicles, joint ventures and individual property investments. Through these various investment vehicles, we invest our clients' capital alongside our own in opportunities with attractive risk-return attributes and an expectation of above-market returns, achieved through stringent underwriting practices, opportunistic endeavors, and proactive property and asset management.

We invest across a range of property types in the Western United States, including office, industrial, commercial land and multifamily investments in our targeted geographic markets.

The company has been involved in over \$1 billion of transactions since inception in 2003 with most of this since 2010.

ViaWest Group is expanding the development side of our business and we are looking for the right candidate to be a Development Manager. This individual should have at least three years of experience in development or possibly construction, urban planning, or real estate finance.

SUMMARY OF POSITION:

This role is ideally-suited for a multi-disciplinary candidate with an interest in development and finance. The job is based in Phoenix, AZ.

RESPONSIBILITIES

Finance

- Critically formulate and analyze development/construction pro-formas.
- Underwrite, monitor and evaluate project performance against the baseline business plans, budgets and financial models. Prepare and monitor loan draw packages and lender / investor reports.
- Analyze market competition and supply/demand metrics.
- Negotiate loan terms and documents and assist in equity structure and coordination.

Project Management

- Identify potential risks, develop mitigation strategies and recommend key decisions for all development projects.
- Develop feasibility studies for development alternatives and approval memos.
- Support coordination of consultants in the pre-development process.
- Manage municipal and utility issues related to various developments.
- Coordinate RFPs, bid interviews, proposal comparisons and levelling, as well as construction activities.
- Maintain project schedules, track cash flow, pro-formas, and budgets for development projects.
- Manage business plan and financial models for ongoing development projects.
- Coordinate, manage and be prepared to lead project design and construction meetings, produce minutes and manage follow up.
- Produce reports and presentations for senior management, including weekly project progress reports and meeting minutes.
- Interface with investment partners, land use attorneys, design architects, civil engineers, general contractors, commercial tenants, leasing brokers, and all other third party consulting relationships.
- Develop Word, PowerPoint and Excel templates to standardize the development management process.
- Support the community and public affairs aspects of the development business.

REQUIREMENTS

- Bachelor's/Undergraduate degree required. Strong preference given to candidates with a strong background in real estate development or possibly construction management and civil engineering.
- Ability to demonstrate superior project management skills from successful initiation to development and completion of complex and financially significant projects is necessary.
- Experience in the development industry working with companies which develop and own Class A commercial real estate.
- Exposure to commercial, multifamily and/or mixed-use ground up development projects from site identification through project completion and stabilization.
- Comfort with financial models and reading technical documents including architecture and engineering plans, contracts, surveys, appraisals, environmental and geotechnical reports, loan documents, etc.
- High attention to detail with excellent judgment.
- Ability to thrive in an entrepreneurial, hands-on, creative environment. Passion for leading others and setting high standards for oneself and the organization.
- Outstanding communication skills including writing, data visualization and presentation skills. Ability to interact with people at a variety of responsibility levels inside and outside of the organization.
- Ability to successfully lead, manage and motivate multi-disciplinary teams internally and externally.
- Have 2+ years of hands-on experience in (a) real estate development or (b) construction management/engineering/finance.
- Hold a degree in (a) construction management, (b) civil or structural engineering, (c) real estate development, (d) architecture or (e) related fields. Strong preference given to those who hold an undergraduate degree in construction management and/or a master's degree in real estate development.
- Thrive in the pace and ambiguity of a fast-growing, evolving organization that charts new territory.
- Strong negotiating skills, ideally with a history of dealing with government authorities, land owners, brokers, and major tenants.
- Driven self-starter with strong entrepreneurial yet disciplined mind-set.
- Exceptional autonomous problem solver, eager and able to learn on the job.
- Critical and creative thinker with strong analytical and quantitative skills.
- An ability to manage a number of projects and tasks at the same time.
- Detail-oriented with strong organizational skills and an ability to handle multiple tasks simultaneously and professionally.
- Team player with strong interpersonal skills.
- Proficient in MS Office, in particular MS Excel, and MS Project.

To be considered for this position, please send a cover letter, resume, and description of several recent projects as well as your compensation requirements.

Compensation: This position offers a competitive salary and benefits.

Contact information:

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