

Senior Development Project Manager

Job Summary:

The Senior Development Project Manager will manage and oversee the entire real estate development process. This position will coordinate the work of the development team, serving as central point for communication and decision making between owners and the development team. As well as the duties described below, a key component of the position is owner interaction and therefore DaVinci seeks candidates with exceptional client, as well as, project management skills. This position will work closely with DaVinci's Senior Management Team in the planning and successful execution of development projects to ensure they are completed on time and within budget while achieving the high-quality level demanded of our clients and expected of team. Finally, this role will be responsible for establishing and growing a strong relationship of trust and open communication between the Owner, all consultants and contractors to form a collaborative team who can deliver a successful project.

Description of Responsibilities:

General Duties:

- Manage development projects from inception, through construction and occupancy
- Source, qualify, engage and manage architects, general contractors and other third-party consultants and vendors required to execute the owner's projects including managing the preconstruction, construction, completion and turnover of the projects to ownership and operations
- Lead and direct project pre-development and pre-construction activities on behalf of the owner including project architects and other consultants in the design of the project to meet the goals and objectives of the owner
- Manage the entitlement process, including obtaining all planning and permit approvals

Specific Responsibilities:

- Lead and collaborate with design professionals and consultants as well as with the owner to identify the project's goals and objectives, develop an initial project concept
- Assess project feasibility, creation of financial model through pro-forma analysis
- Oversee the preparation of initial development program and concept plan(s)
- Solicit proposals, evaluate and make recommendations for award for primary consultants as well as all sub-consultants
- Lead the preparation of development budgets and schedules to support the project(s) assigned and manage through project duration
- Assist with zoning, entitlements and other development approvals
- Coordinate design team presentations and coordinate and manage all changes to the design including proposed value engineering
- Make recommendations regarding all proposed changes to the design for client approval
- Review all design documents to ensure compliance with design directives and coordinate with owner to consolidate and communicate comments to design team

- Coordinate procurement method and construction contract
- Review and analyze all pre-construction data and develop a thorough understanding of the relationships between all aspects of the design and related costs
- Plan and lead all Owner/Architect/Contractor Meetings and communications
- Review and analyze all applications for payment and coordinate billing and payments measured against approved project budget
- Manage procurement and installation of related FF&E
- Manage project close out to ensure Owner is set up for on-going property management and operations

Requirements:

Required:

- BS in Architecture, Engineering, or Construction. Master's degree or MBA preferred.
- Minimum 10 years experience in Project Management roles in the development, design or construction industry
- Exceptional communication and analytical skills. Must present well in public; from job site to board room

Desired:

- Possess a clear understanding of project budgeting, due diligence, entitlement, architectural and interior design management, and construction process.
- Excellent relationship building and client skills
- Demonstrated the ability to lead others internally and externally to the company through very complex development process
- Financial acumen to provide concise status and cost reports
- Strong leadership and follow-up skills, with a "hands on" approach to completing all projects in a timely and efficient manner
- Experience with Healthcare project delivery a plus

This position reports to the Managing Principal of DaVinci Development Collaborative.

About DaVinci Development Collaborative, LLC:

DaVinci is a boutique Real Estate Advisory firm located in Atlanta, Georgia. DaVinci was founded in 2014 with the underlying thesis to take real estate development to a more thoughtful and disciplined platform. Today, DaVinci has grown to a strong team that represents clients with a range of expert services including development advisory and management, community engagement, as well as cultural management services.

The firm functions as an owner's representative, providing oversight for the lifespan of development projects lending a strategic developer's perspective. Its Principals have successfully developed nearly \$2Billion (more than \$1Billion in Metro Atlanta) of highly visible and sophisticated commercial real estate development projects throughout the United States. DaVinci proudly serves owners in ways that extend far beyond real estate development. DaVinci realizes the vision of each client project by consistently delivering on the details.