

## Project Manager

### **Job Summary:**

This position will work closely with DaVinci Development'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. 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.

Directly performs planning, design and construction program oversight and management services and other related project consulting services assignments contracted for delivery by the company. This position coordinates, monitors and reports on design and construction activities. The incumbent facilitates quality control, maintenance of design and construction schedules, construction management, and owner representative responsibilities. Performs management and consulting services as assigned ensuring project continues on schedule and within budgetary and quality requirements.

As well as the duties described below, a key component of the position is owner interaction and therefore DaVinci Development seeks candidates with exceptional client, as well as project management skills. 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
- Ensures documentation relative to outstanding issues, change orders and requests for information are appropriately maintained and tracked
- Tracks and controls construction schedule and associated costs to achieve completion of project within time and monies allocated avoiding unnecessary delays and cost overruns
- Anticipates potential issues and provides recommendations to ensure project remains or is brought back within designed parameters
- Solicit proposals, evaluate and make recommendations for award for primary consultants as well as all sub-consultants
- Review all design documents to ensure compliance with design directives and coordinate with owner to consolidate and communicate comments to design team
- 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
- Must have 3-5 years' experience in construction and 1-2 years' experience of direct project management experience
- Exceptional communication and analytical skills. Must present well in public; from job site to board room

Desired:

- Knowledge of health care design and construction, building codes and regulations, space programming and allocation, cost analysis and contract negotiation
- 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 Development Collaborative is a boutique, real estate development management and advisory firm that delivers high-performance real estate assets and projects for a broad range of clients. DaVinci Development is located in Atlanta, Georgia and founded in 2014 with the underlying thesis to take real estate development to a more thoughtful and disciplined platform. Today, DaVinci Development 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.

- As Development Managers, we manage all aspects of the project including design, construction, legal, financial investment, and operations enabling our clients to execute a variety of projects to fruition.
- As Development Advisors, we facilitate creative real estate solutions designed to lead clients from an idea to an executable strategy that will realize their project's vision.

DaVinci Development and its Principals have successfully developed nearly \$3Billion (more than \$2Billion in Metro Atlanta) of highly visible and sophisticated commercial real estate development projects throughout the United States. We proudly serve owners in ways that extend far beyond real estate development. DaVinci Development realizes the vision of each client project by consistently delivering on the details.