



## Senior Development Manager

**Reporting Manager:** President  
**Location:** Seattle, Washington  
**Classification:** Exempt

### POSITION

The Senior Development Manager will facilitate development and project management responsibilities in coordination with other members of the Project Team.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### General Functions:

- Develop and implement the overall project execution strategy, starting with the preparation and presentation of the pro forma analyses in the feasibility and underwriting process.
- Work in conjunction with the Project Team to prepare and present Development Plans for internal approval.
- Manage internal and external resources to ensure timely completion of projects in a manner consistent with the approved Development Plans.
- Prepare quarterly reports that summarize overall project activity/performance and present information to inside and outside partners.
- Ensure that all measures of risk mitigation and safety are carried out through the duration of the project.
- Ensure that Tarragon's required level of quality is incorporated into all aspects of work product, whether it be in written, analytical or in the execution of the physical work on the project.

#### Development Project Management:

- Develop, monitor and provide periodic updates of a detailed project pro forma and budget from underwriting through project stabilization.
- Develop, monitor and update a detailed project schedule from land acquisition through project stabilization.
- Specific duties to be performed and/or delegated and supervised are as follows:
  - Negotiate and coordinate the preparation/execution of consultant agreements.
  - Monitor consultant performance and manage all Project Team activities.
  - Assist in the review of drawings and specifications.
  - Coordinate and track building/site drawings, documents and warranties.
  - Secure and analyze contractor pricing and gather supportive information required for execution of the construction contract.
  - Negotiate construction contract, if applicable, and coordinate preparation of agreement(s) through the use of inside and outside counsel.
  - Utilize strong construction experience and knowledge in the processing of project documents:
    - Construction Pay Requests, AIA Documents, Monthly Job Cost Report Projections, Certificates of Insurance, Change Orders
  - Ensure timely processing of applications for payment for inclusion in monthly project draws



### **Acquisitions:**

- Monitor land acquisition opportunities and work with Acquisition Manager in the preparation of Letters of Intent and Purchase and Sale Agreements to procure raw land or existing product.
- Research and understand market information to determine competitive market supply, demand and competitive subset, analyze land use and perform other due diligence functions.
- Complete financial analysis to determine project viability and work with internal finance group to assist in securing equity and debt.
- Procure necessary consultant work and feasibility budgets for due diligence efforts
- Understand jurisdictional entitlement process, fees and key players.
- Negotiate land acquisition documents, track due diligence and coordinate the closing.
- Work with the Project Team and Acquisition Manager to identify acquisition criteria.

### **REQUIRED EXPERIENCE AND ABILITIES:**

The following summarizes a few of the successful candidates' personal characteristics:

- Position requires a Bachelor's Degree and a minimum of ten (10) years related work experience, including Project Management functions in the real estate industry.
- Must be a self-motivated and team-oriented individual with strong verbal and written communication skills and possess the ability to effectively communicate with internal and external stakeholders.
- Must be detail oriented and possess a strong working knowledge of Microsoft Office Products (Word, Excel, PowerPoint, Outlook and MS Project). Prior experience with Yardi Project Management a plus.
- Must be comfortable assuming a leadership role and have the ability to develop and maintain strong interpersonal working relationships with fellow team members and other industry participants.
- Must be resourceful and have a strong commitment toward ensuring accuracy in the own work product and the work product of others.

### **KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

- |                                       |                                                   |
|---------------------------------------|---------------------------------------------------|
| • Balanced decision making            | • Excellent written & verbal communication skills |
| • Attention to detail                 | • Handling stress                                 |
| • Accountability for others           | • Long range planning                             |
| • Ability to delegate (and follow up) | • Personal accountability                         |
| • Creative problem solving            | • Persuading others                               |
| • Customer oriented                   | • Proactive thinking                              |
| • Self-management                     | • Problem management                              |
| • Team player and motivator           | • Results oriented                                |

### **HOW TO APPLY:**

If you are interested in being considered for this position, please submit the following materials to [tarragonjobopportunities@gmail.com](mailto:tarragonjobopportunities@gmail.com):

- Resume
- Cover letter

*We are an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, sexual orientation or gender identity, marital or veteran status, or any other legally protected status.*