

# MBA Program Job Description

## Development Project Associate



Oversee all aspects of development assignments including management, coordination and administration of new and existing projects from initial concept planning stages to procurement of construction, reviewing bids and contract negotiation. Position reports to Senior Development Manager, Vice President, Principal, or Managing Director.

### ACCOUNTABILITIES

May be responsible for one or more of the following:

- Oversee consultants and contractors, contingent on project scope and size
- Oversee team of external consultants in pursuit of municipal, state and federal approvals and permits on development and re-development projects
- Manage project team for multiple projects from preliminary designs to completion, including preparing budget estimates, schedules and cost controls
- Oversee construction project to ensure delivery on time, within pre-established budget and superior quality
- Oversee development of initial concept design, architectural, structural, mechanical and electrical plans and specifications
- Coordinating entitlement activity including zoning, rezoning, infrastructure requirements, subdivision, permitting, and other related legal issues
- Responsible for Inspection and Contract Administrator services
- Develop and maintain successful customer relations and ensure the smooth integration and delivery of projects
- Promote reasonable career path that is associated with managing design/construction professionals
- Maintain interface with client and internal business units, ensuring total contract compliance with all criteria and reaching all performance specifications, including quantitative cost savings specifications plus qualitative customer service specifications

### MINIMUM REQUIREMENTS

- MBA and/or Bachelor's degree in: Architecture, Engineering, Business or equivalent to appropriate 4-yr program
- Minimum 3-5 years construction, project management and/or development experience with strong customer service orientation
- Knowledge and understanding of construction practices/techniques, Title III of ADA, contract laws, project controls and building support systems
- Ability to manage several projects simultaneously
- Excellent interpersonal, verbal/written communication/presentation skills, problem solving ability
- Proven record of providing excellent internal and external customer service