

Vice President of Real Estate Development

Summary

The Vice President of Real Estate Development is responsible for advocating Crawford Hoying's best interests while overseeing construction projects through each phase of development. An in-depth understanding of construction practices and an ability to quickly assess structures to ensure that specifications are being met is essential to this role. This individual must have experience managing complex projects that exceed \$10M, as well as understand how projects are financed and budgeted. A keen ability to problem-solve is a must. There is frequent driving to projects in this role, but most travel will be conducted during the day with occasional overnight stays.

Job Responsibilities (responsibilities may include but are not limited to the following)

- Project Management and Construction Oversight
 - Review plans and specifications for suitability, quality, safety, and building code compliance
 - Ensure that the contractor is submitting appropriate documentation and record-keeping; review submittals for general conformance with construction documents; ensure that the Development Department is kept apprised of all unresolved items
 - Schedule, conduct, record, and represent the Development Department at all meetings associated with assigned projects; prepare complete and accurate minutes for such meetings
 - Establish and maintain the project schedule and checklist of activities
 - Manage an organized filing system for all documents and records for assigned projects
 - Coordinate preparation, processing, review, and approval of contractor payment applications
 - Maintain excellent relationships with consultants, contractors, local and state officials, and other internal and external customers
 - Resolve conflicts that may arise
- Oversight and Coordination of Outside Consultant Teams
 - Manage architects, engineers, landscape architects, and similar consultants and their interface with Crawford Hoying and its contractors
 - Ensure the quality workmanship of consultants and their adherence to requirements consistent with the Crawford Hoying brand, schedule, and budget
- Site and Building Planning and Design
 - For new projects, assist in the development of detailed site capacity studies, building plans, unit plans, elevations, and interior concepts that respond to applicable projects and site constraints, including zoning, easements/encumbrances, budget, and program
- Financial Performance
 - Establish and maintain project budgets and prepare and test project assumptions for inclusion in pro formas prepared by the Finance Department
 - Ensure projects are managed to budget through all phases of design, development, and construction via preparation of monthly variance reports
- Marketing Support
 - Assist the Marketing Department in the production of graphic plans, maps, and drawings, as well as accompanying text, for investment packages and marketing pieces
- Zoning and Entitlements
 - Work with local municipalities and outside consultants to secure required local governmental approvals and permits
- Perform other duties as assigned

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Performance Objectives (objectives include but are not limited to the following)

- The 7 Core Values that Crawford Hoying has established to maintain its desired culture
- Leadership and accountability
- Flexibility and effectiveness in collaborating with others
- Strategic approach to problem-solving and troubleshooting
- Adaptability in a fast-paced, changeable work environment
- Adeptness in navigating complex challenges

Preferred Knowledge, Skills, Education, and Experience

- 7-10 years of construction project management and architectural experience
- Proven ability to lead \$10M+ complex construction projects
- Strong organizational, problem-solving, and multitasking skills
- Willingness to address conflict quickly and effectively
- Ability to give clear direction and respond to inquiries
- Strong negotiation and communication skills
- Proficiency with Microsoft Office products
- Bachelor's degree in Architecture, Building Science, Engineering, Construction Management, or a related field
- PMP or an equivalent certification preferred
- Driver's license

Work Environment

The Vice President of Real Estate Development interfaces with external and internal customers on a regular basis. This employee regularly works outside and is occasionally exposed to extreme cold and extreme heat. The core hours for this position are 8:00 am to 5:00 pm, Monday through Friday, but the hours may vary depending on the project.

Physical Requirements

This employee's physical condition and performance must be sufficient for the consistent and successful completion of the responsibilities and professional standards defined for this position. This position frequently requires standing, walking, sitting, reaching with hands and arms, and lifting up to twenty-five pounds. The Vice President of Real Estate Development is often required to drive during the course of the day.

If you are interested in applying for this position, please email your resume to hr@crawfordhoying.com.

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