

Job Description: Real Estate Development Manager

Position Summary

The Development Manager will lead all phases of the development process for multiple projects, from site acquisition through entitlements, design, construction, and lease-up. This role demands technical expertise, financial acumen, and collaborative leadership to ensure projects are executed efficiently, meet return targets, and reflect the company's commitment to deliver successful multifamily communities.

Land Acquisition & Due Diligence

- Source new development opportunities and support feasibility underwriting and LOI/contract negotiations in coordination with attorneys and brokers.
- Support acquisition team with due diligence, site evaluations, entitlement research, and consultant coordination.
- Identify and resolve early-stage development risks through environmental, civil, and title investigations.

Pre-Development & Design Management

- Lead early-stage project feasibility studies including due diligence, site planning, development schedule, and entitlement strategy.
- Coordinate design consultants (architects, civil engineers, MEPs, landscape, etc.) to develop construction plans aligned with project goals and regulatory requirements.
- Serve as primary contact with city planning departments, permitting authorities, and utility providers.
- Lead entitlement and permitting efforts, including zoning cases, platting, infrastructure agreements, and construction permits.
- Secure necessary public approvals and coordinate utility connections in alignment with project schedules.
- Manage the competitive bidding process with third-party general contractors, issue RFP's, level proposals, and lead contractor selection.
- Evaluate construction estimates and value engineering opportunities to keep project budgets aligned with financial targets.
- Manage and coordinate the drafting and negotiation of contracts with land sellers, consultants, and contractors in collaboration with legal counsel.
- Ensure that each project meets defined milestones within the approved schedule.

Construction & Project Execution

- Oversee the work of general contractors and third-party vendors through construction administration and delivery.
- Conduct weekly site visits and owner/architect/contractor (OAC) meetings to monitor progress, budget compliance, and schedule.
- Review and approve pay applications, manage change orders, and support monthly draw processes with lenders.
- Coordinate timely procurement of the Certificate of Occupancy (CO) to ensure regulatory compliance and seamless transition to occupancy.

- During lease-up, coordinate building modifications or remodeling needs, such as minor finish adjustments, tenant improvement requests, or layout refinements, based on operational feedback.

Financial & Reporting

- Maintain project proformas, cash flow projections, and cost tracking tools.
- Assist with capital structuring, loan documentation, and lender due diligence.
- Support capital events including closings, refinancings, and capital raise efforts.
- Support internal and external reporting, including investor updates and executive summaries.

Qualifications

Required:

- 4-10 years of real estate development or construction management experience, ideally in multifamily or mixed-use projects.
- Bachelor's degree in Finance, Accounting, Economics, Architecture, Engineering, Construction Management, Real Estate, or related fields.
- Strong experience managing competitive bidding and pre-construction process.
- Demonstrated success overseeing third-party design and construction teams through all development phases.
- Proficiency in Excel, project management platforms, and construction documents.

Preferred:

- Financial modeling experience and a strong understanding of project budgets, capital structures, and lender relations.
- Background in either architecture or construction, with licensure or technical design experience, or finance/accounting/economics.
- Familiarity with Texas entitlement and permitting processes.