

Job Opening: Development Services - Phoenix

Job Title Senior Director, Full-Time

Department Development Services, Phoenix, AZ (Not a remote position)

Reports to Direct report to Vice President, Development Services, Phoenix; indirect report to Executive Vice President, Development Services, and indirect report to Executive Vice President, Phoenix Region; supports Phoenix regional office

Start Date TBD

The position of Senior Director, Development Services-Phoenix is located in the VanTrust Real Estate Phoenix, Arizona office. This individual will work in conjunction with the real estate development teams to plan, direct, coordinate, and oversee all construction projects in the Arizona region, and may include projects outside of the region. This includes acting as the VanTrust Real Estate representative for the procuring, contracting, and administration of third party commercial contractors and consultants. Management responsibility will include a wide range of projects, from small to large. This position may include the management and oversight of Director and Manager level Development Services personnel, when applicable.

Key Responsibilities

- Prepare and assemble solicitation packages including review of design documents for correct criteria
- Perform negotiations prior to agreement execution, throughout the life of the project, and during warranty periods
- Oversee the drafting and implementation of design and construction contracts; issue contract modifications, incorporating material scope or administrative revisions
- Perform site investigation, due diligence research, and associated project cost budgeting.
- Monitor scheduling and project management to assure that major milestones are met; verify milestones before payments are made
- Obtain necessary licenses or permits; monitor compliance with set regulations
- Provide on-site owner project management; promote appropriate improvements as needed
- Oversee the performance of contractors, ensuring that quality standards are met, resources are well used, and that safety precautions of the contractor are being followed
- Evaluate labor requirements
- Determine the best source of construction materials
- Control construction budgets
- Review applications for payment against contractual requirements; manage change orders
- Perform inspections and oversight of inspection agencies at the project level, assuring quality control from excavation to occupant-ready spaces
- Be aware of public incentive requirements, and their impact on project delivery
- Ensure that jobs are completed according to plans and on schedule
- Coordinate occupancy with building management, tenants, and tenant contractors
- Work closely with development team with pursuit and due diligence tasks
- Good knowledge of city process
- Develop and maintain client, contractor, designer, and broker relationships
- Integrate the design and construction forces into the proforma
- Create and adapt outline specifications to meet project objectives
- Successful close-out activities and documentation at the completion of a project

- Manage and oversee development services personnel, ensuring they are directed and trained for efficient and accurate execution of their assigned tasks

Applicant Requirements

- Minimum 20 years' experience in construction management, working with both small and large projects
- Design-build experience preferred
- Bachelor's degree in construction management, construction engineering, civil engineering, or architecture
- Demonstrated skills in the following areas:
 - Spreadsheet analysis and cost reconciliation
 - Contract negotiations
 - Conceptual estimating
 - General building code knowledge/familiarity
 - Financial analysis
 - Change management
 - Leading and developing teams
 - Dispute resolution
 - Familiar with LEED Requirements

Key Competencies

- Very strong team orientation with focus on collective success
- Sound business acumen
- Excellent written, verbal and interpersonal communication skills
- Outstanding negotiation, presentation, and people skills
- Self-motivated
- Responsible and ethical with sound judgment
- Prioritization of numerous concurrent tasks
- Time management skills

Benefits

- Benefits include medical, dental, vision and 401K
- Annual Bonus Program
- Paid vacation, option to work from home on an occasional basis

How to Apply

- Submit your resume and references at <https://vantrustrealestate.com/about/careers/apply/>

About VanTrust Real Estate, LLC

VanTrust Real Estate, LLC is a full-service real estate development company that has been named NAIOP's 2023 Developer of the Year. The company acquires and develops real estate assets for the Van Tuyl family portfolio and offers a broad range of real estate services including acquisition, disposition, development,

development services, corporate services, and asset management. Product types include office, industrial, multifamily, science + technology and mixed-use. VanTrust works nationally with regional offices in Columbus, Dallas, Phoenix, and Jacksonville with its headquarters in Kansas City, Missouri. For more information, visit www.vantrustre.com.