



JOB DESCRIPTION/POSTING

JOB TITLE: VICE PRESIDENT, DEVELOPMENT SERVICES

DIVISION: Development Services – Mid-Atlantic Region

REPORTS TO: Sr. Vice President, Development Services

DIRECT REPORTS: 1-2 (estimated)

LOCATION: Mid-Atlantic (In-Office)

COMPANY OVERVIEW: VanTrust Real Estate, LLC (www.vantrustre.com) is a full-service real estate development company. 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, and asset management. Product types include office, industrial, multifamily, retail, institutional, governmental, hospitality, and recreational. VanTrust works nationally with regional offices in Columbus, Dallas, Jacksonville, Phoenix, and Salt Lake City, with its headquarters in Kansas City, Missouri.

POSITION OVERVIEW: The Vice President, Development Services – Mid-Atlantic Region is responsible for leading all design and construction activities for the company's development projects across the Mid-Atlantic geography (e.g. Pennsylvania, New Jersey, New York, Maryland, Delaware, Virginia, and Washington, D.C., as applicable) and as needed, across other markets. This role serves as the senior authority for construction execution, ensuring projects are delivered in accordance with approved scope, budget, schedule, quality, and safety standards.

The VP, Development Services works in close collaboration with regional and corporate development teams to support site feasibility, due diligence, underwriting, and project execution from concept through closeout. While this position does not report directly to the Executive Vice President, Mid-Atlantic Region, the EVP provides overall leadership for the Mid-Atlantic office, and this role is expected to operate as a senior partner in delivering the region's development objectives.

This individual acts as the company's representative for the procurement, contracting, and administration of third-party contractors, designers, and consultants, and may manage and lead internal development services personnel.

ESSENTIAL JOB RESPONSIBILITIES:

- Design and Pre-Construction Leadership
 - Design Management: Lead and coordinate all design activities across projects, including the selection, contracting, and oversight of architects, engineers, and specialty consultants from concept through construction documentation.
 - Pre-Construction Planning: Prepare and assemble solicitation and bid packages, including detailed review of design documents to ensure alignment with project objectives, constructability, and cost parameters.

- Feasibility and Due Diligence: Perform and oversee site investigations, due diligence research, conceptual estimating, and project cost budgeting to support development pursuits and underwriting efforts.
- Specifications and Scope Development: Develop, refine, and adapt outline specifications and scopes of work to meet project performance, schedule, and financial objectives.
- Contracting, Procurement, and Risk Management
 - Contract Administration: Oversee the drafting, negotiation, execution, and administration of design and construction contracts, including change orders and contract modifications.
 - Negotiation: Lead negotiations prior to contract execution, throughout the life of the project, and during warranty periods to protect the company's interests.
 - Procurement Strategy: Determine appropriate sourcing strategies for construction materials, labor, and delivery methods, including design-build where applicable.
 - Incentive and Regulatory Awareness: Maintain awareness of public incentive requirements and regulatory conditions and ensure construction execution aligns with those obligations.
- Construction Oversight & Project Delivery
 - Project Execution: Provide senior-level oversight of construction activities to ensure projects are delivered in accordance with approved plans, budgets, schedules, and quality standards.
 - Schedule and Budget Control: Monitor project schedules and budgets, verify milestone completion prior to payment approvals, and implement corrective actions as necessary.
 - Quality and Safety: Oversee contractor performance to ensure quality standards are met, resources are effectively utilized, and safety protocols and regulatory requirements are followed.
 - On-Site Owner Representation: Provide on-site owner project management as needed, promoting appropriate improvements and resolving issues in real time.
 - Inspections and Compliance: Oversee inspections and inspection agencies to ensure quality control from excavation through tenant-ready delivery.
 - Change Management: Review and approve applications for payment, manage change orders, and ensure alignment with contractual requirements.
- Closeout, Occupancy and Asset Transition
 - Project Closeout: Ensure successful completion of closeout activities, including documentation, warranties, punch lists, and turnover packages.
 - Occupancy Coordination: Coordinate building occupancy with property management, tenants, and tenant contractors to support a smooth transition to operations.
- Leadership, Collaboration, and Team Development
 - Team Leadership: Recruit, onboard, train, and manage development services personnel, providing guidance, mentorship, and oversight to ensure consistent and accurate execution of project responsibilities.
 - Cross-Functional Collaboration: Work closely with Development, Leasing, Asset Enhancement (asset management), and Property Management teams throughout project pursuit, due diligence, and execution.
 - Relationship Management: Develop and maintain strong working relationships with clients, contractors, designers, brokers, municipal staff, and other key stakeholders.

KNOWLEDGE, EXPERIENCE, AND SKILLS:

- Bachelor's degree in construction management, construction engineering, civil engineering, architecture, or a related discipline required.
- Minimum of **15+ years of progressive experience** in commercial construction and development services, including responsibility for both small- and large-scale projects.
- Design-build experience strongly preferred.
- Demonstrated expertise in construction management across multiple product types, including site development and vertical construction.
- Strong working knowledge of building codes, permitting processes, and municipal approval procedures.
- Proven experience with spreadsheet analysis, cost reconciliation, conceptual estimating, financial analysis, and change management.
- Demonstrated success negotiating contracts, resolving disputes, and managing risk throughout the construction lifecycle.
- Experience leading, developing, and managing construction and development services teams.
- Familiarity with LEED requirements and sustainable building practices is preferred.
- Strong business acumen with the ability to integrate design and construction decisions into development proformas.
- Excellent written, verbal, and interpersonal communication skills, with the ability to collaborate effectively across disciplines.
- Highly organized, self-motivated, and capable of managing multiple concurrent projects and priorities.
- Ethical, accountable, and decisive, with sound professional judgment and a strong commitment to safety and quality.
- Proficiency with Microsoft Office and related productivity tools; experience with project management software preferred.

BENEFITS OF JOINING THE VANTRUST TEAM:

- Competitive compensation.
- Collective Success model.
- Comprehensive medical, dental, and vision benefits.
- Employer sponsored short- and long-term disability, Life, and ADD insurance.
- 401k with employer match.
- Paid parental leave and professional development.
- Paid time off benefits: Vacation, Sick, Holidays.