



JOB DESCRIPTION/POSTING

JOB TITLE: Director/Sr. Director, Development - Phoenix, Arizona

DIVISION: Development

REPORTS TO: Executive Vice President, Phoenix

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: This individual will be engaged in all phases of the commercial real estate development process for the Southwestern Region, including identification, investigation, management and successful delivery of new build-to-suit and speculative opportunities. Specific responsibilities include project underwriting and economics, feasibility, market analysis, site acquisition, entitlements, as well as leasing and sales, with a focus on multifamily, industrial, land development, and office projects. Additional duties include establishing strong broker relationships across all product types, coordination with municipalities, and management of architects, engineers, consultants, and contractors. The individual will work directly with the development services (construction management) and Asset Enhancement (property management) teams. Additional collaboration and coordination will occur with functions throughout the company such as legal, marketing, accounting, acquisitions and dispositions, etc.

ESSENTIAL JOB RESPONSIBILITIES:

- Market Analysis & Pre-Development:
 - Market Analysis: Understanding target markets, finding opportunities, and recommending strategic direction for projects.
 - Financial Modeling: Developing financial models for potential projects and refining the cost and revenue assumptions to generate an accurate projection of performance and risk for the organization throughout the life of the project
 - Due Diligence: Ensuring all necessary due diligence is completed in a timely manner to support project entitlements and development. Individual will be expected to work effectively with both internal and external teams.
- Development:
 - Design Management: Work with Development Services (construction management) and Asset Enhancement teams to procure and manage multidisciplinary design teams from concept through construction closeout.
 - Entitlements: Successfully complete all necessary design, due diligence, legal efforts, and community development actions to gain entitlements and infrastructure service for projects.

- Permitting: Complete all necessary efforts needed to secure permits allowing the timely construction of projects.
- Financing/Project Approval:
 - Facilitate the creation of financing/approval packages for projects to present to our internal team.
- Construction
 - Work with Development Services and Asset Enhancement Team to oversee the schedule, performance, budgets, and completion of construction by in-house construction management team to ensure delivery meets performance projections and quality levels represented to customers.
 - Provide high-quality customer service to all stakeholders from buyers, lessees, lenders, and other stakeholders involved with projects.
- Outreach:
 - Develop strong personal and company relationships with key stakeholders through networking, industry events, and community involvement, both civically and philanthropically.

KNOWLEDGE, EXPERIENCE AND SKILLS:

- Bachelor's degree in business, finance, real estate, or construction is highly preferred.
- 10+ years of experience in development, construction, or real estate brokerage. Industrial, multifamily, and land development experience is preferred.
- Professional interaction with team members, stakeholders, government officials and staff.
- Professional interaction and relationships with brokers across all product types and markets.
- Building positive working relationships with fellow coworkers at all levels within the organization.
- Exercising sound judgment when making decisions.
- Able to meet deadlines as necessary.
- Effectively working with minimal supervision.
- Excellent written, verbal, and interpersonal communication skills.
- Outstanding negotiation, presentation, and people skills.
- Strong organization and attention to detail skills.
- Exceptional communication skills both verbal and written.
- Good problem solving/creative thinking.
- "Can-do" attitude, pro-active and resourceful.
- Multi-tasking and extensive organization and follow up.
- Must possess exceptional communication skills, the attention to detail required to manage projects and people, and a high level of experience in property development.
- Real Estate knowledge required.
- Must have knowledge of Microsoft Office software products, including Outlook, Excel, Word, Teams, and Projects.
- Must have excellent organizational skills and the ability to prioritize.
- Must be able to work in a team oriented, fast-paced environment and work under pressure.

- Professional dress and demeanor are required.

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.

If interested in applying for this position, please send a cover letter and resume to **Cindy Aitken** at cindy.aitken@vantrustre.com