

Position Description

Department:	Development
Classification:	Exempt, Full-time
Title:	Director, Development
Reports To:	Managing Director, Development
Location:	Philadelphia, PA
Date:	October 2016

Director, Development Overview: Under the direction of the Managing Director, Development and in consultation with the parent company's CEO and other members of the parent company, establish and execute development policies and strategies, both generally and project-specific. Assume day-to-day responsibilities for a comprehensive range of complex development activities specific to one or more projects where National maintains a direct development or co-development role. With typically a minimum of fifteen years' experience, act in a role that includes coordinating the work of development staff and working closely with construction professionals to expedite and ensure project completion according to specifications. In coordination and support of the Managing Director identify, assess, recommend and negotiate worthy development opportunities.

Essential Functions:

1. Under the direction of the Managing Director, Development and in consultation with the CEO and other members of the parent company, establish and execute development policies and strategies. Assume day-to-day responsibilities for a comprehensive range of complex development activities specific to one or more projects where National maintains a direct development or co-development role. In all cases, ensure company and client investment objectives, policies, and standards are followed in the development and construction process.
2. Perform the following complex project-specific development activities autonomously or in conjunction with other development staff which may include, but not limited to: (i) land use entitlements and permitting; (ii) evaluation, selection and ongoing oversight of third-party design and construction professionals (e.g., general contractors, architects, engineers, etc.); (iii) oversight of development budget and schedule; (iv) selection and oversight of a third-party, construction project manager and/or owner's representative, if any; (v) negotiate and ensure compliance with the terms of third-party financing; (vi) selection and oversight of third-party leasing and property management professionals; (vii) oversight of the transition from construction to completed operations; and (viii) miscellaneous activities required to successfully plan and manage the development or re-development of an income-producing, commercial real estate project, including

responsibilities outlined in a project-specific letter or Development Services Agreement.

3. Direct and coordinate a team of development staff on a day-to-day basis for specific projects to which assigned to expedite and ensure project completion according to specifications. In coordination with the senior construction team review a variety of project-specific construction documents, including but not limited to plans and specifications, budgets, schedules, contract documents, and third-party consultant reports to identify and report issues of concern.
4. Prepare and oversee as needed, periodic (i.e., monthly, quarterly, and/or annual) development construction reporting packages, as required by third parties and/or the parent company's Investment, Asset Management and Accounting Staff.
5. In coordination and support of the Managing Director identify, assess, recommend and negotiate worthy development opportunities. Assist the parent company investment staff in feasibility assessments of new investments where National would assume a lead development or co-development role.
6. Coordinate with National legal counsel in the preparation and execution of requisite legal documents including third-party architect, engineer, consultant and construction contracts and all other legal documents commonly related to real estate development or construction.
7. Ensure and maintain compliance with National's risk management practices and policies.
8. Organize, lead, attend, and actively contribute to regular meetings between National Development staff, clients, consultants, joint venture partners and third-party professionals related to current and planned future development activities.
9. Prepare and oversee accurate and timely billable hours following policies and procedures, resolving errors and reconciling against project budgets. Ensure accurate reporting and billable hours for purposes of charging employee expenses against project budgets.
10. Keep abreast of market news reporting, industry news, and legal issues to determine the impact and management of activities related to the project. Continue professional development as appropriate.
11. Demonstrate commitment to National's Sustainability Policy and best practices where feasible by incorporating environmental, social and governance dimensions into daily business activities and decision-making.
12. Demonstrate commitment to and abide by National's Regulatory Compliance Manual and Code of Ethics.

13. Commitment to protect and promote the best interests of National's clients.
14. Frequent overnight travel is required on an as-needed project-specific basis, and specifically to National's offices in Washington, DC in order to attend staff meetings and represent the company at other events.

Other Duties and Responsibilities:

1. Represent the company at industry organizations and important external events.

Qualifications:

1. Successful completion of an undergraduate degree in business with an emphasis on a real estate-related discipline such as finance, development, architecture, engineering or other construction-related field is required.
2. A graduate degree is preferred. Significant graduate-level or technical-school coursework completed in real estate, development, construction, or other related field is preferred, however direct commercial construction or development experience is strongly preferred.
3. Demonstrated history of a minimum of fifteen years of real estate development, construction, architecture, or engineering experience in both new, ground-up construction and re-development/adaptive re-use is required. Direct commercial construction or development experience and the management of retail or office development, design, and/or construction projects is strongly preferred.
4. Excellent organization and multitasking abilities, business writing, verbal communication, interpersonal, project management and real estate-related financial skills are required. Ability to communicate understanding of and articulate financial considerations, market demand, project feasibility and financing in a collaborative team environment is required.
5. Familiarity with unionized construction and development trade practices and contracts including but not limited to various types of construction, architect, and consultant agreements; development agreements; permits and entitlement-related agreements and other documents commonly related to commercial real estate development and construction is preferred.
6. Experience negotiating development, construction and related contracts, including various types of construction, architect, and consultant agreements; development agreements; permits and entitlement-related agreements and other documents commonly related to commercial real estate development and construction is required.
7. Experience with construction-related risk management including insurance and surety products is required.

8. Experience with project cost estimation, scheduling, and construction and design delivery methods is required.
9. Must have the ability to read, understand and follow construction-related documents such as work orders, safety rules, operating and maintenance instructions and procedure manuals.
10. Experience with the constructability and suitability of various types of building systems and construction methods is preferred.
11. Experience with sustainable (i.e., “green”) construction practices (e.g., LEED, GreenPoint, etc.) is required.
12. Proficiency in Microsoft Office programs and Project Management software (e.g., Microsoft Project) is required.

Work Environment:

1. This job primarily operates in a clerical, office setting, whether “on-site” for specific projects, or a more general office environment. This role routinely uses standard office equipment such as computers and phones. It is a sedentary role in a professional environment; however incumbent is required to regularly walk, sit, talk and/or hear, reach with hands and arms, including on-site visits, presence and inspections.
2. The position will be located in the same metropolitan area as the primary projects to which the incumbent is assigned. One or more additional projects may also be assigned to the incumbent which may be located in a different, though relatively proximate, metropolitan area. Frequent overnight travel may be required.

The work environment and physical demand characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by this employee. This description reflects management’s assignment of essential functions and nothing in this herein restricts management’s right to assign or reassign duties and responsibilities to this job at any time. The employee in this position will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at National will be based on merit, qualifications, and abilities. National does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.