

Description.

Job Title: Assistant Development Manager
Department: Development & Construction
Reports to: Senior Vice President of Development
Office: Washington, DC

Overview.

Monument Realty has an exciting opportunity for a talented professional to join the development team as an Assistant Development Manager, responsible for managing many of the day-to-day activities required for the design, permitting, construction and sale/lease of high quality real estate development projects. The ideal candidate is self-motivated, detail-oriented, able to effectively communicate with a wide variety of stakeholders, and has proven capabilities in multi-tasking, negotiating, problem solving and prioritizing workloads.

We are looking for Bold, Innovative and Smart people to join our team. If you have ambition and an entrepreneurial spirit to do big things in real estate and are interested in being a part of our talented team, we would love to talk to you.

Responsibilities.

Candidates will assist with the following under the supervisor of senior development personnel:

- Oversee development consultants, internal team members and legal counsel from conceptual design through entitlements, vertical construction and close-out;
- Manage all aspects of the design process including project consultants, ensuring that design decisions are consistent with approved project budgets, constructability constraints and market expectations;
- Create and manage the development pro forma and development schedule;
- Act as primary point of contact with lenders and investors;
- Work with construction managers to develop construction schedules and budgets, negotiate the GMP contract, understand financing requirements and obligations, and process change orders, requests for information, etc.;
- Develop and implement project sales/leasing plan and marketing plan;
- Oversee drafting and finalizing of all condo docs, including declarations, plats and plans, budgets and purchase agreements;
- Maintain knowledge of, and ensure conformance with, key project agreements, documents and regulations;
- Establish and maintain relationships with local jurisdiction, community groups and neighbors; and
- Ensure compliance with local zoning regulations and obtain all necessary easements and approvals from neighbors, utility providers and government agencies.

Requirements.

- 3 - 5 years of development (or development related) experience and a demonstrated ability to perform the duties described above;
- Education and/or background in architecture, engineering or construction is an asset;
- Familiarity with the development approval process and regulations in the DC-MD-VA region;
- Experience directing and managing consultants and contractors;
- Full understanding of budgeting, cash flows and financial analysis for real estate;
- Ability to read, understand and coordinate consultant's drawings (architectural, landscape, mechanical, electrical, etc.), and some familiarity with construction is essential;
- Excellent research and analytical skills with knowledge of industry trends;
- Ability to be creative, resourceful, efficient with time and proactive in a fast-paced environment; and
- Must possess strong interpersonal, analytical, critical thinking and communication skills.

About Us.

Since 1998, Monument Realty's successes have differentiated us in the market—a bold vision, innovative thinking, and a smart approach to addressing the complexities of a fast moving, demanding business. Our portfolio includes commercial office, hotel, retail, and residential projects—many of which have earned industry awards and accolades. Today our portfolio includes more than six million square feet of Class A office space, 4,500 residential units, and several hotel properties with a total market value of nearly \$6 billion. Monument Realty is an equal opportunity employer committed to a diverse workforce. We encourage applicants from all backgrounds.

What We Offer.

Monument Realty offers a fun, collaborative and hands-on environment. There is tremendous opportunity for growth and leadership with a competitive compensation package. If this opportunity sounds like a good fit, please submit your resume to jobs@monumentrealty.com.

We appreciate the interest of all applicants; however, only those selected for further consideration will be contacted. If this role is not the right fit, [sign up to keep in touch](#) and we'll let you know when we have new positions on our team.