



**JOB DESCRIPTION FOR DIRECTOR OF PROJECT MANAGEMENT**

**Reports to:** President/COO

**Position Summary:**

Responsible for supporting The Gillespie Group by leading the execution of real estate acquisition, due diligence, and overall project management. The ideal candidate will be experienced in real estate and construction, have knowledge of acquisition of raw land and existing buildings as well as experience with government approvals related to development activities.

The ability to interact with staff (at all levels) in various divisions, outside agencies and vendors. Must be able to work under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism; confidentiality is crucial to this role. Strong decision-making ability coupled with a strong sense for prioritizing work and attention to detail is equally important.

**ESSENTIAL FUNCTIONS: Essential duties and responsibilities may, but are not limited to, the following:**

- 1) Analyze the feasibility of potential development sites and evaluate associated development schemes
- 2) Concept Due Diligence - planning for successful development of varying projects to include collaboration with the executive team to create full investment analysis components such as: financial investment analysis, operational proforma modeling, investment strategies and potential public participation research & analysis (incentives, etc.)
- 3) Government Compliance and Approval - Direct activities with attorneys, architects, engineers, and other consultants to plan projects related to public entitlement, site permits, acquisition and general project due diligence as well as closing activities
- 4) Work with Construction Manager and/or General Contractor to transition project from Acquisition/Development to Construction Phase
- 5) Relationship management
- 6) Represent Gillespie Group in a professional manner

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**QUALIFICATIONS:**

An undergraduate degree in engineering, construction, real estate, architecture, business, and/or real estate related field required. The ideal candidate will have demonstrated experience in the real estate and / or development industry including a series of accomplishments which demonstrate successful performance in acquisitions, general project / contract negotiation, and overall protection and integrity of a successful ROI for investors. Highly effective communication, presentation and listening abilities are essential for navigating company investment/development opportunities through the multitude of public and private steps for successful completion of economic goals and objectives.

Previous experience that provides the following knowledge, skills and abilities:

Knowledge of:

- 1) Project management – concept and development
- 2) Government compliance/approvals (pre-development)
- 3) Contract management review
- 4) Feasibility analysis (financial and market)
- 5) Ability to manage multiple projects, prioritize and meet deadlines
- 6) Leading, managing and holding people and teams accountable and the ability to mentor and extract the highest potential from supporting personnel and outside vendors and consultants
- 7) Must possess good instincts and strong situational awareness
- 8) Executing according to plan in an organized and detailed fashion
- 9) Proficient in all Microsoft Office applications including Word, Excel, PowerPoint and Outlook

Ability to:

- 1) Professionally represent across diverse audience (professional, non-professional, public sector, private sector, etc.)
- 2) Understand the objectives and goals set forth by the CEO (Visionary)
- 3) Communicate clearly and concisely, both orally and in writing. Use independent judgment and initiative to interpret and follow oral and written instructions with attentiveness to detail
- 4) Assist with the efficient and lawful maintenance of official and confidential records and documents and discreetly handle confidential and sensitive matters; ability to maintain confidentiality
- 5) Set personal and project priorities and be highly organized in day-to-day and longer-term planning and execution, and track and maintain complex schedules effectively
- 6) Must have robust interpersonal and negotiation skills, social intelligence and business acumen
- 7) Tactfully and courteously respond to requests and inquiries
- 8) Maintain effective working relationships with those contacted during work

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**FAIR HOUSING ACT (“FHA”) / ANTI-DISCRIMINATORY LAWS & ORDINANCES:**

Under the FHA, state laws and many local ordinances, no individual shall be subjected to discrimination because of race, color, gender, religion, sex, handicap, mental or physical ability, age, sexual preference, familial status or national origin in the sale, rental or advertising of dwellings, in the provision of brokerage services, or in the availability of residential real estate-related transactions. Said another way, fair housing is the right of individuals to obtain housing of their choice without discrimination based upon the above-mentioned categories. The Gillespie Group expects each of its Associates to fully grasp and understand these anti-discriminatory policies and to adhere to these laws and ordinances in situations that are certain to occur in the ordinary course of business that the Gillespie Group provides to its clients. To that end, the Gillespie Group requires each Associate to periodically complete training courses on fair housing, landlord/tenant law and housing subsidy programs. Such training shall be paid for by the Gillespie Group and the Associate shall be compensated for the time either attending such training in person or via online courses.

THIS JOB DESCRIPTION MAY NOT BE ALL-INCLUSIVE AND EMPLOYEES ARE EXPECTED TO PERFORM ALL OTHER DUTIES AS ASSIGNED AND DIRECTED BY MANAGEMENT. JOB DESCRIPTION AND DUTIES MAY BE MODIFIED WHEN DEEMED APPROPRIATE BY MANAGEMENT.

**SIGNATURES:**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Job Descriptions are intended to present an illustrative description of the range of duties, the scope of responsibility and the required level of knowledge, skills and abilities necessary to describe the primary functions of the job; they are not intended to reflect all duties performed by those assigned to this classification.*

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