



## GREENBERG GIBBONS

3904 Boston Street • Suite 402 • Baltimore, M D 21224 • p: 410.559.2500 • f: 410.581.2032 • [www.ggcommercial.com](http://www.ggcommercial.com)

### Hiring For: Director, Construction Project Management

**GREENBERG GIBBONS (GG)** is seeking a **Director of Construction Project Management** to provide the leadership and be accountable for the execution of development projects on time and within budget. This position will coordinate the efforts of disciplines within GGC, collaborating with the development & acquisitions team, leasing, tenant coordination and property/asset management; and managing the team of external architects, engineers and contractors. The Director of Construction Project Management will be responsible for planning, organization, scheduling, budgeting, and execution of multiple development projects in accordance with the approved program, schedule and cost objectives.

#### About Greenberg Gibbons

Celebrating 57 years of success, Greenberg Gibbons is one of the East Coast's premier developers, investors, owners, and operators of mixed-use, retail, commercial, and residential properties. The firm's rapidly expanding portfolio includes more than 6.7 million square feet and \$1.6 billion in assets. Its innovative ground-up development and revitalization projects create engaging destinations and inspiring experiences, while making a positive ripple effect in the communities they serve. Headquartered in Baltimore, Greenberg Gibbons has more than 55 projects across eight states. For more information, visit [www.ggcommercial.com](http://www.ggcommercial.com).

#### Desired skills and experience include:

- 7-15 years of relevant experience.
- Architectural, construction, engineering or related BS/BA degree.
- Multifamily/Mixed Use/Retail experience preferred.
- Must be available to travel frequently within the region and work varying & flexible hours
- Excellent organizational and analytical skills with a results-oriented focus and the ability to prioritize and multi-task.
- Ability to work independently on projects and motivate internal and external resources to meet key project deliverables.
- Proven leadership skills and the ability to effectively guide a team in successfully achieving goals.
- Strong interpersonal skills and ability to work cross-functionally with key stakeholders.
- Consummate team player and willing to step in to assist team members proactively or when called upon.
- Strong written and verbal communication skills.
- Ability to effectively assemble and present information.
- Demonstrated knowledge of budgeting, cost forecasting as well as cost estimating.
- Experience in managing architectural and engineering document preparation.

#### **Responsibilities will include:**

### **Project Planning & Pre-Development**

- Participate in early project planning, including site planning, preliminary building design, feasibility analysis, and prospective project budgeting and scheduling.
- Develop detailed construction budgets inclusive of related soft costs, contingencies, and phasing assumptions; create and manage comprehensive project schedules.
- Work collaboratively with internal finance/asset management teams to ensure alignment between development assumptions and construction budget / schedule.

### **Design Coordination & Procurement**

- Lead and coordinate final project design scope with architects, engineers, and specialty consultants.
- Preparation of vender RFPs and bid packages; obtain, level, and evaluate bids; negotiate scope, pricing, and contract terms; prepare recommendations for contractor and consultant selection.
- Interpret and review construction documents and evaluate design changes required due to field conditions, value-engineering efforts, or owner-initiated revisions.

### **Permitting & External Relations**

- Coordinate with municipal planning officials, neighboring property owners, utilities, and governmental agencies to secure necessary permits, approvals, easements, and regulatory commitments.

### **Construction Oversight**

- Serve as the primary interface with the general contractor and construction teams to ensure adherence to project objectives, quality standards, schedule milestones, cost controls, safety requirements, and reporting expectations.
- Oversee the change order process, ensuring timely review, documentation, pricing validation, and negotiation of added scope or credits.
- Monitor construction progress, procurement status, quality control, and initiate corrective actions as required.

### **Financial Controls, Accounting Coordination & Draw Process**

- Oversee and manage with accounting teams the cost control, cost forecasting and budget status updates.
- Partner closely with accounting teams on monthly equity and construction loan draw submissions, ensuring accuracy of documentation, including budget updates, contracts, invoices, and lien waivers.
- Review and approve change orders, contractor pay applications, consultant invoices, and other project-related expenditures.
- Confirm percent-complete assessments for draw requests and verify that work claimed has been performed in the field.
- Manage collection, review, and approval of lien waivers to ensure compliance with lender and company requirements and mitigate payment-related risk.

### **Reporting & Internal Communication**

- Prepare clear, timely presentations, reports, and financial and construction analyses to support decision-making throughout all project stages.
- Lead regular internal project meetings to coordinate development, legal, accounting, and asset management functions and maintain transparent communication on risks, issues, and next steps.

### **Close-Out & Transition**

- Oversee project close-out activities, including punchlists, commissioning, as-built documentation, warranties, O&M manuals, and turnover to property management.
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- Support post-completion cost reconciliation and project evaluation.

This is an exciting opportunity to work for a successful and growing company.

**Qualified candidates may send cover letter, resume and salary requirements in MS Word or PDF format to: Eric Allen, SVP Development & Construction, [ecallen@ggcommercial.com](mailto:ecallen@ggcommercial.com).**

## Why You'll Love GG!

At GG, we believe work should be rewarding and fun. Here's what you can look forward to:

- We work hard and celebrate wins together
- Competitive pay and benefits
- Company events and perks throughout the year
- A culture rooted in community, giving back, and making a difference
- A fresh new office right off I-95, surrounded by shops, eats, and more

Ready to join a team that gets things done and has fun doing it? Apply today!

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