

Job Description – Director of Development & Investments

Position Summary

The Director of Development & Investments is responsible for supporting Greenberg Gibbons' real estate growth strategy. The Director of Development & Investments will be involved with all aspects of real estate development from site identification and acquisition through project stabilization and turnover to the operations team.

The Director will play a critical role leading the day-to-day project management of the pre-development process while also working collaboratively with the Construction, Operations, and Leasing Teams to ensure successful execution of a variety of different product types, with a focus on mixed-use development opportunities.

This position will report directly to the Senior Vice President, Real Estate Development & Investments.

Duties and responsibilities

The primary duties and responsibilities of the position include but are not limited to:

- Identify and help secure new site acquisitions for mixed-use development. Manage site selection process and procedures.
- Complete detailed financial analyses of all prospective projects to determine feasibility, highest and best use and funding strategy.
- Obtain and review all relevant due diligence information: including existing reports, surveys, studies, title work, environmental documents, etc.
- Present opportunities and financial assessments to the development team, senior management, lenders, and equity partners.
- Develop component-specific and overall project budgets, financial schedules, and proformas, and prepare & present internal status reports.
- Review legal documents including purchase and sale agreements, REAs, leases, lease amendments, estoppels, SNDAs, etc.
- Research and analyze market demographics and comparable properties, while maintaining an excellent working knowledge of target markets and submarkets.
- Keep track of and meet all internal and external goals/deadlines.
- Lead the design and permitting of projects, in coordination with the Construction and Operations team to ensure deadlines, programming and use, opening dates, and lease terms meet or beat our internal proforma assumptions and timing, and maximize project returns.
- Maintain and develop vendor relationships essential to the ongoing execution of the development program including lenders, attorneys, architects, contractors, engineers, and others. Supervise and work collaboratively with those consultant teams during the development process.
- Cultivate and maintain regional and local broker, developer, partner, and landowner relationships.

Qualifications

A candidate's qualifications will include:

Essential:

- Highly motivated self-starter with excellent interpersonal skills to lead cross-department collaboration.
- Ability to quickly define problems, gather data, establish facts and draw valid conclusions.
- Superb communication and relationship building skills.
- Process driven, organized, detail oriented, collaborative, creative, and innovative.
- Advanced skills in MS Excel; Highly proficient using MS PowerPoint, Word, Outlook, Teams.
- High degree of confidence & professionalism when dealing with all internal and external parties.
- Flexible and open to new opportunities & possibilities, receptive to feedback, and adaptable to the need to alter current plans and/or approach on short notice.
- Ability to travel throughout the Mid-Atlantic and other locations as needed.
- Ability to work multiple days per week from an office in Maryland.
- Bachelor's Degree from an accredited four-year college or university.

Preferred:

- Master's Degree in Business Administration or Real Estate Development.
- At least 3 years of work experience in a relevant field.
- Strong existing landlord, developer, and broker relationships.
- Familiarity with the development process from site assessment to stabilization.
- Familiarity with the Mid-Atlantic region and its real estate market fundamentals.

Please submit your resume to careers@ggcommercial.com.

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