



Development Manager

COMPANY OVERVIEW:

Olsen Anderson is an urban real estate developer and home builder specializing in thoughtful, sustainable single-family, townhome, and multifamily communities.

WHO WE ARE LOOKING FOR:

Olsen Anderson is seeking a mission-aligned Development Manager with real estate development or construction management experience. The ideal candidate is an energetic, motivated team player with a desire to learn, grow with the company and contribute to the development of sustainable communities.

POSITION SUMMARY:

Are you a creative problem solver, strong collaborator, and a master doer? Do you thrive in a fast-paced, entrepreneurial, and growing environment where you can flex a variety of strengths and problem-solve based on dynamic challenges? Are you passionate about the intersection of urbanization, and environmental, social and economic sustainability? Do you have experience building strategies while also harnessing a nimble mindset that allows you to quickly shift tactics without losing sight of overall goals? If so, this role will enable you to support the positive growth of our communities. Olsen Anderson works on a variety of projects ranging from custom infill single-family and townhomes to full subdivisions and multi-family communities.

Our dynamic, growing organization seeks a Development Manager to join the team. We are seeking someone who has experience in the real estate industry with an ability to actively listen, build trusting relationships with key partners, and provide creative, thoughtful recommendations to optimize project outcomes. The Development Manager will work with the development team to coordinate pre-construction and construction activities including land acquisition, due diligence, design, entitlement and permit procurement, construction oversight, financial analysis, budgeting, scheduling, partner reporting, marketing and sales and leasing oversight.

POSITION RESPONSIBILITIES:

The Development Manager is responsible for all stages of a development project, from acquisition to disposition or project turnover to operations. Initial responsibilities focused on single-family, townhome projects currently in design, permitting and construction. This position includes an opportunity to gain experience with other real estate asset types including multifamily.

The Director of Development responsibilities shall include, and are not limited to, the following:

General Functions:

- Develop and implement the overall project execution strategy, starting with the preparation and presentation of the analyses in the underwriting process.
- Work in conjunction with the Development Team to prepare and present key financial information such as Development Plans and quarterly reports summarizing project activity/performance.



- Coordinate project-specific strategy inclusive of entitlements, due diligence, and prevailing jurisdictional approvals with the Project Team.
- Manage internal and external resources to ensure timely completion of projects in a manner consistent with the approved Development Plans.
- Ensure that all measures of risk mitigation and safety are carried out throughout the duration of the project.
- Ensure that Olsen Anderson's required level of quality is incorporated into all project aspects.

Management Functions:

- Work with the Managing Partners and other key decision-makers for the real estate portfolio to continue to create value for the partners and for the portfolio.
- Leverage resources internally/externally and act as an integrator to drive the best possible development project through to construction and disposition or stabilization.
- Ensure that financial information and key milestone/value decisions and information is communicated accurately and consistently to the partners and Managing Partners.
- Be an active voice in the Company working to continuously improve the development processes, the building product, and the Development Teams productivity.
- Ensure the Project and Development Team is strategic while building and maintaining relationships with consultants, jurisdictions, and communities into partners on projects per Olsen Anderson's standards.
- Manage and coordinate project teams and meetings to ensure everyone has the necessary information to do their job. Project teams include consultants, acquisitions, design, construction, leasing/sales, marketing, accounting, and finance.

Development Project Management:

- Develop a project vision and supporting strategy to guide consultants and the project team(s).
- Coordinate proposals, agreements, and services for the consultant and/or design teams such as (environmental, geotechnical, arborist, architect, structural, civil, market analyst, etc.) alongside the Project and Development Teams.
- Develop, manage, and provide periodic updates of a detailed project pro forma and budget from underwriting through project disposition or stabilization.
- Develop, monitor, and update a detailed project schedule from land acquisition through project disposition or stabilization.
- Specific duties to be performed and/or delegated and supervised are as follows:
 - Negotiate and coordinate the preparation/execution of consultant agreements, prime contractor agreement and agreements for hazmat testing, abatement, utility disconnects, utility applications, demolition or deconstruction, and sitework.
 - Monitor consultant performance and manage all Project Team activities.
 - Assist in the review/tracking of plans, drawings, and specifications.
 - Coordinate with project teams and jurisdiction to obtain project entitlements and permits.
 - Review, interpret, provide input, and approval of projects drawings and specifications.



- Review, inspect, provide input, and approve layouts, materials, colors, and renderings.
- Prepare progress reports for internal and external stakeholders.
- Collaborate with construction Project Team.
- Utilize strong development and construction experience and knowledge in the processing of applicable project documents with the development and construction teams that may include:
 - Construction Pay Requests
 - Prime and Trade Partner Contracts
 - Monthly Job Cost Report Projections
 - Change Orders

EXPERIENCE AND ABILITIES:

The following summarizes characteristics of an ideal candidate:

- Interested in building more sustainable, equitable and functional communities.
- Ability to contribute to and mesh with a tight-knit company culture, to work with grace under pressure, and to thrive in a fast-paced entrepreneurial environment.
- Position requires a bachelor's degree and a minimum of five (5) years related work experience including project management in the real estate and construction industry.
- Initiative-taking and collaborative individual with strong written and communication skills to effectively communicate with various stakeholders.
- Strong background in preparing and revising financial projections, budgets, and working proformas.
- Highly proficient in Microsoft Suite (Word, Excel, Outlook, MS Project, PowerPoint), Bluebeam, Smartsheet.
- Proficient in a variety of real estate industry concepts, and construction systems.
- Proficient understanding of discounted cashflow analysis and mechanics of a working pro-forma.
- Proficient in organizational and time management.
- Strong collaborator and cheerful outlook for success.

COMPENSATION AND BENEFITS:

Olsen Anderson offers competitive salary and a benefits package, including medical and dental insurance for employees, paid time off and sick leave, 401(k) employer contribution, personal and/or project-based bonuses, as well as a commitment to professional development and growth. This is a non-exempt, full-time position (hybrid allowed).

At Olsen Anderson, diversity, equity, and inclusion are integral to achieving our mission. We are committed to building and sustaining a diverse team of individuals that is representative of the communities we serve. Our values provide the foundation for an inclusive and equitable work environment where cultural diversity and individual identities are celebrated and valued.