



## **DEVELOPMENT PROJECT MANAGER**

This role involves the management of a variety of freestanding single or multi-tenant projects throughout the continental United States for national and super-regional retailers. The position will include the execution of the design, entitlement, permitting, and construction management process. This position will also assist in supporting the Agree Realty Asset Management Team with major capital expenditure projects on existing properties in the company's portfolio.

The position requires an experienced, diligent, and organized individual who is skilled at working in a fast paced, dynamic team environment, and has experience managing simultaneous development projects.

### **What you will do:**

#### Design & Entitlements

- Conceptual project budgeting and layout including early identification of potential issues (i.e., wetlands; soil conditions; topography; storm water detention; access points)
- Coordinate proposals and scheduling of third parties including architects, engineers, and general contractors
- Determine process and timing for all required municipal approvals including thorough review of ordinance and special use or variance requirements
- Manage project schedule including purchase agreement and lease dates; entitlements; design; and permit approval
- Interact with municipal representatives and consultants to determine feasibility of required municipal approvals
- Manage the zoning approval process and schedule as well as support efforts to obtain construction permits

#### Construction Management

- Assist with bidding process and general contractor evaluation for construction projects
- Assist with negotiation construction contracts with general contractors and coordinate with legal counsel on contract-related matters
- Monitoring of construction schedule against tenant blackout periods and delivery deadlines
- Assist with oversight of active construction projects to ensure compliance with plans and specifications, building codes, and company standards
- Assist with monthly draw requests and lien waiver review, as well as change order review and processing
- Drafting and managing project reforecast budgets and management of change orders, bonds, and reimbursements
- Assist with oversight of construction punch list and close out process with general contractor and tenant clients
- Communicate with general contractors and consultants to understand pricing, timing and regional trends of labor and materials
- Provide secondary support on Asset Management capital expenditures.



### **Who you are:**

- Minimum 3 years of commercial development, design, and construction experience
- 3- 5 years of retail development, design, and construction experience strongly preferred
- Strong technical understanding of design and construction
- General understanding of construction law and contracts
- Experience in interpretation of zoning/municipal codes and entitlement processes
- Excellent verbal and written communication, organizational and time management skills
- Strong problem solving, negotiation, conflict-resolution, and analytical skills
- Proven success in a fast-paced team environment working on several projects concurrently
- Willingness to travel during weekdays when needed
- Proficient with Microsoft Word, Excel, and MS Project
- Degree or certification in Construction Management, civil engineering, or related field preferred

### **Why Agree Realty?**

Agree Realty Corporation (NYSE: ADC) is a high-growth Real Estate Investment Trust based in Bloomfield Hills, MI. We are primarily engaged in the acquisition and development of properties net leased to industry-leading retail tenants. As of June 30, 2021, we owned and operated a portfolio of 1,262 properties, located in 46 states and containing approximately 26.1 million square feet of gross leasable space.

We offer our team members generous compensation and benefits packages that include:

- 100% company-paid monthly health insurance premiums for team members and dependents
- 100% company-paid short-term, long-term, and life insurance premiums for team members
- Simple IRA retirement plan with 3% company match
- 3 company-provided lunches per week
- Onsite fully equipped gym and locker rooms

Our team feels at home working in our award-winning modern office buildings furnished with generously stocked cafés, state-of-the-art auditorium, outdoor patio, and open-area collaboration workspaces.

Ongoing professional development and technology training opportunities are offered to help all team members advance their careers.

To apply for the role, Please Visit: <https://airtable.com/shrXdxd0kihManVrT>

For additional information about our company, please visit: <https://agreerealty.com/>

*Agree Realty Corporation is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria.*