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Director of Capital Projects

The Director of Capital Projects (DCP) serves as the centralized owner of capital project execution across the owned asset portfolio, and is responsible for ensuring projects are systematically identified, accurately scoped and budgeted, efficiently executed, and consistently tracked and reported. The DCP is responsible for capital planning, forecasting, vendor procurement, administration of Requests for Proposal (RFPs), project management, and the direct management of Capital Projects Coordinators (CPC). Reporting to the EVP of Asset Management, the position partners closely with Property Management, Asset Management, Accounting, Construction, and executive leadership to deliver a scalable and proactive capital management platform that supports portfolio growth and asset preservation.

What you will do:

Capital Project Management:

- Serve as the primary owner and central point of accountability for portfolio-wide capital expenditure execution.
- Responsible for process development and improvement by providing data-driven recommendations to improve forecast reliability, capital visibility, and budget accuracy.
- Develop and maintain annual capital project plans and project pipelines across the portfolio.
- Lead project identification, scope development, budgeting, procurement, execution, and closeout activities.
- Create, manage, and administer RFPs for capital projects.
- Identify opportunities to leverage purchasing and gain economies of scale
- Evaluate vendor proposals and provide recommendations for project awards and approvals.
- Coordinate project kickoff meetings, schedules, milestones, and stakeholder communication.
- Monitor project progress, budgets, timelines, and risks throughout the project lifecycle.
- Ensure adherence to standardized capital project processes, approval workflows, documentation standards, and naming conventions.
- Maintain comprehensive project documentation and reporting within approved company systems.
- Partner with Property Management to evaluate asset conditions and prioritize capital investments.
- Exhibit an understanding and a demonstrated proficiency in governing documents (i.e. REA, Declaration, Condo documents) and educate CPC on these documents
- Develop proactive replacement and lifecycle strategies for major building systems and components.
- Identify opportunities to improve tenant recovery and reimbursement outcomes related to capital expenditures.

Budgeting, Forecasting & Reporting:

- Responsible for portfolio-wide capital budgets, forecasts, and long-range capital planning initiatives.
- Prepare quarterly capital forecasts, variance analyses, and executive reporting packages.
- Track capital project spends against approved budgets and forecast future expenditures.
- Maintain dashboard reporting and project performance metrics.
- Support annual budgeting and strategic asset planning processes.
- Present capital project updates, forecasts, and strategic recommendations to senior leadership.

Vendor & Program Management:

- Develop and maintain local, regional, and national vendor relationships supporting capital project initiatives.
- Lead vendor procurement efforts, contractor qualification reviews, and performance management activities.
- Drive consistency in vendor engagement, pricing, project execution, and documentation standards.
- Promote continuous process improvement and operational efficiencies across capital project workflows.

Additional Responsibilities:

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- Direct management of *future* Capital Projects Coordinator(s). This includes all talent management responsibilities (plan, attract, onboard, develop, retain, transition).
- Manage or participate in Capital Projects Team initiatives and represent the Capital Projects function on corporate projects.
- Participate in the creation and refinement of department-level strategies and operational plans.
- Drive excellence through measurable team goals, KPIs, and project performance metrics.
- Support the development of long-term portfolio-level capital expenditure strategies.
- Contribute to cross-functional projects involving Property Management, Asset Management, Finance, Accounting, Legal, Construction, and Development teams.
- Drive organizational objectives related to risk mitigation and scalable portfolio growth.

Who you are:

- 10+ years of commercial property management and/or capital projects experience such as roof and HVAC replacement, parking lot paving, etc.
- Proficient experience with Microsoft Office Products
- Bachelor's degree preferred
- Strategic thinker that can manage multiple projects and priorities
- Strong mentoring skills and enjoys coaching and assisting in other team members' professional development
- Self-Motivated, results driven and can prioritize projects to meet required deadlines
- Superior organizational skills and attention to detail
- Ability to identify issues and recommend solutions clearly and concisely
- A passion for retail real estate and brings positive energy to the team
- Effective verbal and written communication skills

Why Agree Realty?

Agree Realty Corporation (NYSE: ADC) is a high-growth Real Estate Investment Trust based in Royal Oak, MI. We are primarily engaged in the acquisition and development of properties net leased to industry-leading, omni-channel retail tenants. As of June 30, 2026, the Company owned and operated a portfolio of 2,825 properties, located across all 50 states and containing approximately 60 million square feet of gross leasable area.

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
- Opportunity to volunteer at a charity of your choosing with our Agree Gives Back program

Recently awarded Michigan's Best and Brightest in Wellness 2026

Our team feels at home working in our brand new, modern office building furnished with a generously stocked café, state-of-the-art auditorium, coffee bar, and open-area collaboration workspaces. Ongoing professional development and technology training opportunities are offered to help all team members advance their careers.

To apply, please visit: [Workforcenow/ADP]

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.