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**Job Title:** Manager, Real Estate Development

**Job Code:**

**Job Family:** Manager

**Reports To:** Development Director

**Department:** Development

**Division:**

**Location(s):** Fort Lauderdale, Florida

**Prepared by/Date:** September 23, 2007

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**Summary:** Coordinates and assists with the land development activities for complex mixed use projects consisting of upland and marina components.

**Essential Duties and Responsibilities:**

- Planning and hands on management/oversight for multiple mixed use development projects.
- Lead project teams consisting of general contractors, land planners, architects, engineers, environmental consultants, and other related third party service providers.
- Manage projects through planning and permitting through construction completion.
- Manage projects in order to meet or exceed established time, quality and cost objectives.
- Ensure that project financials are monitored and correctly reported.
- Oversee and prepare accurate required reports including meeting minutes, punch lists, financial funding requests, budget status reports, and special reports.

**Education / Experience:**

- Bachelor's degree or higher in construction management, engineering, real estate development or other related field.
- Minimum 10 years related experience.
- Mixed-use upland and marina development experience a plus.
- Demonstrated high level of performance in project budgeting, contract negotiations and scheduling.