

## **ASSISTANT DEVELOPMENT MANAGER**

### **About DCI**

DCI is a rapidly growing development and construction management company that specializes in commercial office, healthcare, industrial development, and construction projects. Utilizing our expertise and knowledge of engineering, architecture, development, and construction, we successfully manage complex projects from inception to building occupancy. Listed below are many of the advantages to being a part of the DCI team.

- We have an entrepreneurial culture and are actively seeking innovative ideas and opportunities to grow our core business as well as expand into new market sectors and geographies.
- Our most important asset is our staff, and we value their input/feedback and reward often and well.
- Camaraderie and teamwork are strengthened by having weekly group meetings, monthly team outings and annual multi-day group retreats.
- At DCI, every day provides a challenge and the ability to experience different work within varying market sectors and types of projects.
- We do not have a corporate office and instead work from home to facilitate an improved work/life balance. We provide the necessary equipment needed to work from home including a computer, software, and other technology as necessary.
- DCI provides opportunities for professional education by supporting employee's attendance at industry events, educational sessions, and conferences.
- DCI has flexible, generous, Paid Time Off Policies which aid in creating a healthy work/life balance. We offer 10 company holidays. Additionally, DCI is closed annually from Christmas Eve to the New Year. This time is not counted towards your PTO.
- We offer a competitive healthcare, dental, vision, life insurance and matching 401K retirement package.
- We provide a monthly car, mobile phone and internet allowance along with mileage reimbursement.

### **Job Summary**

An Assistant Development Manager is responsible for the due diligence, entitlement and development management of multi-building commercial facilities, office, and healthcare developments. The following is a list of general responsibilities to be performed with the assistance and direction of the Development Managers and Executive Leadership

### **General Responsibilities**

- Work closely and communicate with company employees, clients, consultants, and general contractors to ensure successful completion of projects

- Maintain client confidentiality
- Assist with the establishment of the due diligence budget and schedule and manage key milestones to ensure timely completion and success
- Serve as liaison with project stakeholders concerning project details and deliverables
- Assist in due diligence process to evaluate project feasibility. Review conceptual site layouts to determine highest/best use based on client needs and maximum lot coverage
- Coordinate with utility providers to ensure adequate service and manage utility extensions, ROW abandonment, and easements as necessary
- Procure and review due diligence reports which include Jurisdictional Water Assessments, ALTA/Topo surveys, Phase 1/2/3 ESA's, Protected Species and Habitat Assessment, Cultural Resources Reconnaissance, Geotechnical Exploration & Traffic Impact Analysis
- Assist in the management of permitting and entitlement through all Authorities Having Jurisdiction (AHJs) including Site and Grading Plan permitting, Subdivision platting, recombination platting, Annexation, Rezoning, Environmental & DOT Roadway permits
- Assist in the review of civil engineering to include grading, utility design, storm design, easements, setbacks, right of way and reserve areas, highways, streets, site access and traffic, floodway and floodplain status, Airport/FAA approvals or restrictions
- Participate in project presentations to elected officials, ownership, prospective clients, and other stakeholders
- Perform duties assigned by development management in an orderly and efficient manner
- Proficiency with Microsoft products (e.g., Word, Excel, Office, Outlook, MS Project)
- Travel to job sites in North Carolina and surrounding states. (Travel less than 15%)

*The above description covers overall duties and responsibilities associated with this job listing. Description is not a complete listing of all duties required to perform day to day activities.*

### **Qualifications**

- Bachelor's Degree in Civil Engineering or related field
- 0-6 years of relevant work experience, or similar combination of education and experience
- Detail-oriented
- Effective communication, presentation, and written skills
- Strong organizational skills
- A self-starter capable of assisting with the management of multiple projects at multiple phases in the development lifecycle.
- If not currently residing in North Carolina or Indianapolis area, must be willing to relocate to Raleigh, Charlotte, Nashville, or Indianapolis.
- Professional Engineer, Registered Architect, Licensed General Contractor designations and certifications strongly desired.

Professional Certifications such as LEED AP, PMP, PE a plus.

