JOIN OUR GROWING TEAM

DCI Development & Construction Insight, LLC

ASSISTANT DEVELOPMENT MANAGER

Charlotte, Raleigh, Nashville or Indianapolis

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%).

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.

NOTE

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

At the heart of DCI is teamwork, communication, and relationships!
Join the DCI team by applying for the Assistant Development Manager.

To apply, submit a cover letter and resume to recruitment@dcinsightllc.com.
Please include the position title in the email subject.

Learn more about the DCI Advantage
See next page

Southeast Contact: 2054 Kildaire Farm Rd., #167, Cary, NC 27518 • 919.868.5859
Midwest Contact: 1113 E. 86th St., #151, Indianapolis, IN 46240 • 317.721.7711

PANTHER CREEK

100,000 SF multi-disciplinary medical facility project completed under budget

Fully operational within 15 months

THE DCI ADVANTAGE

ABOUT

DCI is a growing development and construction management firm that specializes in commercial office, healthcare, and industrial market sectors. Utilizing our expertise and knowledge of engineering, architecture, development, and construction, we successfully manage complex projects from inception to client occupancy.

Advantages of being on the DCI team:

- Entrepreneurial culture actively seeking innovative ideas and opportunities to grow our core business in new market sectors and geographies.
- Our staff is our greatest asset! We prioritize engagement and reward generously.
- Camaraderie and teamwork strengthened by group lunch meetings, team outings, and annual multi-day group retreats.
- Each day brings new challenges and diverse projects varying market sectors.
- No corporate office! We work from home which helps foster an outstanding work/life balance. We provide the tools needed including a computer, software, and other necessary equipment.
- A flexible and generous PTO policy plus company designated holidays. DCI is closed between Christmas Eve and New Year's Day annually with employees receiving full salary during this period.
- Ample opportunities for in-person, social interactions through project meetings, jobsite visits, industry events meetings with clients, and third-party consultants. When in person meetings aren't feasible, we utilize the latest video technology to collaborate with our clients and team members.
- We offer competitive healthcare, dental, vision, life insurance, and 401K matching retirement package.
- We provide a monthly car, mobile phone, and internet allowance.

Need further information?
Visit the careers page on our website: **dcinsightllc.com/careers**

MISSION

Deliver expert guidance and insightful solutions

VISION

Empower clients to scale beyond routine capabilities by delivering smart, efficient solutions

CORE VALUES

We are development managers who have:

Insight
Deep thinking and collaboration

Drive
Pursuit of excellence and diversity of experience

Passion
Commitment and care

Integrity
Long-standing relationships, rooted in service

DCI
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