



Company: Tarragon L.L.C.
Position: Development Manager – Master Planned Communities
Reports To: President / Director of Land Development
Classification: Exempt
Position Location: Seattle, Washington

POSITION SUMMARY:

The Development Manager will facilitate development and project management responsibilities in coordination with other members of the Land Development Group (“LDG”) responsible for executing the development of Master Planned Communities.

ESSENTIAL DUTIES:

GENERAL FUNCTIONS:

- Strategically navigate, execute, and monitor planning, approval, and development of master-planned communities.
- Participate in the development and implementation of the overall project execution strategy, starting with the periodic preparation and presentation of pro forma analyses to management.
- Manage internal and external resources to ensure timely completion of projects in a manner consistent with the approved Development Plans.
- Prepare quarterly reports that summarize overall project activity/performance and present information to inside and outside partners.
- Ensure that all measures of risk mitigation and safety are carried out throughout the duration of the project.
- Ensure that Tarragon’s required level of quality is incorporated into all aspects of the work product, whether it be in writing, analytical, or in the execution of the physical work on the project.

DEVELOPMENT PROJECT MANAGEMENT:

- Develop, monitor, and provide periodic updates of a detailed project pro forma and budget from underwriting through project completion.
- Prepare development investment recommendations to management teams, identifying risks, unknowns, timelines, and market information/trends.
- Develop, monitor, and update a detailed project schedule from planning and entitlement to completion.
- Specific duties to be performed are as follows:
 - Participate in negotiation and preparation/execution of consultant agreements and change orders.
 - Monitor consultant performance and assist in the management of all consultant team activities.
 - Assist in the review of drawings and specifications to ensure design intent is consistent with the project vision.
 - Coordinate the preparation and submission of development applications to jurisdictions and other documents required to permit and implement development activity.
 - Coordinate and track drawings, documents, bonds.

- Lead and/or assist in the processing of project documents as needed:
 - Ground-level Competitive Market Analyses
 - Maintain Quarterly, Monthly, and Variance Job Cost Reports
 - Consultant and Construction Budgets
 - Project Marketing Materials
 - Purchase and Sale Agreements with Homebuilders
 - Homeowner Association (HOA) documents

ACQUISITIONS:

- Monitor land acquisition opportunities and work with LDG team and Acquisition Manager to:
 - Identify and understand acquisition criteria
 - Analyze physical opportunities and constraints of land targets
 - Understand appropriate jurisdictional codes and regulations
 - Research market information, competitive characteristics, and end-user target cohorts
 - Prepare entitlement and development timelines and budgets
 - Prepare proforma financial feasibility analysis for acquisition review and decision
 - Lead and/or assist with due diligence and land closing.

REQUIRED EXPERIENCE AND ABILITIES:

The following summarizes a few of the successful candidates' personal characteristics:

- Position requires a bachelor's degree in planning, land design, finance, or other study related to real estate development and a minimum of five (5) years related work experience, including project management functions in the real estate industry. A Master's Degree in a related field is a plus.
- Knowledge of Master Planned Community projects and HOA's and/or Mixed-use suburban horizontal development a plus.
- Ability to monitor and manage the workflow of consultant teams consisting of land planners, engineers, architects, environmental, and other project consultants, including scheduling, processing contracts, change orders, and invoices.
- Familiarity and experience with planning and entitlement process in multiple jurisdictions. Experience with large-scale development is a plus.
- Familiarity with and ability to perform competitive market analyses to determine valuations of land and residential units.
- Familiarity with and ability to utilize complex financial analysis including project development proformas.
- Must be a self-motivated and team-oriented individual with strong verbal and written communication skills and must possess the ability to effectively communicate with internal and external stakeholders.
- Must be detail-oriented and possess a strong working knowledge of Microsoft Office Products (Word, Excel, PowerPoint, Outlook, and MS Project) and Adobe products. Prior experience with Yardi Project Management is a plus.
- Must be comfortable learning new skills/methods and have the ability to develop and maintain strong interpersonal working relationships with fellow team members and other industry participants.
- Must be resourceful and have a strong commitment toward ensuring accuracy in their own work product and the work product of others.



HOW TO APPLY:

If you are interested in being considered for this position, please submit the following materials to info@tarragon.com:

- Resume
- Cover letter
- References

We are an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or gender identity, marital or veteran status, or any other legally protected status.

Tarragon will require all employees to be vaccinated against COVID-19. This requirement extends to all exempt and nonexempt employees. Proof of full COVID-19 vaccination by time of hire is a condition of employment – not a condition of applying or interviewing for jobs with Tarragon.