



**Company:** Tarragon L.L.C.  
**Position:** Senior Development Manager  
**Reports To:** President  
**Classification:** Exempt  
**Position Location:** Seattle, Washington

**POSITION SUMMARY:**

The Senior Development Manager will facilitate and manage the development process including project management responsibilities in coordination with other members of the Project Team and the Senior Director of Development.

**POSITION RESPONSIBILITIES:**

The Senior Development Manager's job responsibilities shall include, but not be limited to, the following:

**GENERAL FUNCTIONS:**

- Develop and implement the overall project execution strategy, starting with the preparation and presentation of the analyses in the underwriting process.
- Work in conjunction with the Development Team to prepare and present key financial information such as Development Plans and quarterly reports summarizing project activity/performance.
- Coordinate project-specific strategy inclusive of entitlements, due diligence, and prevailing jurisdictional approvals with the Project Team
- Manage internal and external resources to ensure timely completion of projects in a manner consistent with the approved Development Plans.
- 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

**MANAGEMENT FUNCTIONS:**

- Work with the President and other key decision-makers for the real estate portfolio to continue to create value for the partners and for the portfolio.
- Leverage resources internally/externally act an integrator in order to drive the best possible development project through to construction and stabilization
- Ensure that financial information and key milestone/value decisions and information is communicated accurately and consistently to the partners and President
- Be an active voice in the Company working to continuously improve the development processes, the building product, and the Development Teams productivity.
- Ensure the Project and Development Team is strategic while building and maintaining relationships with consultants, jurisdictions, and communities into partners on projects per Tarragon standards.
- Manage and coordinate project teams and meetings to ensure everyone has the necessary information to do their job. Project teams include consultants, design, construction, leasing, marketing, accounting, and finance.

**DEVELOPMENT PROJECT MANAGEMENT:**

- Develop a project vision and supporting strategy to guide consultants and the project team(s)



- Coordinate proposals, agreements, and services for the consultant and/or design teams such as (environmental, architect, civil appraisal, market analyst, etc.) alongside the project and development teams.
- Develop, manage, and provide periodic updates of a detailed project pro forma and budget from underwriting through project stabilization.
- Develop, monitor, and update a detailed project schedule from land acquisition through project stabilization.
- Specific duties to be performed and/or delegated and supervised are as follows:
  - Negotiate and coordinate the preparation/execution of consultant agreements.
  - Monitor consultant performance and manage all Project Team activities.
  - Assist in the review/tracking of plans, drawings, and specifications.
  - Coordinate with project teams and jurisdiction to obtain project entitlements.
  - Utilize strong development and construction experience and knowledge in the processing of applicable project documents with the development and construction teams that may include:
    - Construction Pay Requests
    - AIA Documents
    - Monthly Job Cost Report Projections
    - Certificates of Insurance
    - Change Orders
    - Ensure timely processing of applications for payment for inclusion in monthly project draws

**PROPERTY MANAGEMENT/LEASING:**

- Responsible for the implementation and reporting of marketing efforts and leasing outcomes in coordination with the Property Management Company, Tarragon's Marketing Director, and other third-party representatives.
- Provide support and assistance for all property management and leasing-related activities through project stabilization.
- Work with Property Management Company and Project Team to ensure an efficient transition to operations.

**REQUIRED EXPERIENCE AND ABILITIES:**

A successful candidate will possess the following experience and attributes:

- Position requires a bachelor's degree and a minimum of ten (10) years of experience in the management of real estate development (acquisition to stabilization) with extensive knowledge of the construction/development industry
- Successful management experience with an ability to work with a team and provide daily direction
- Strong background in preparing and revising financial projections, budgets, and working proformas
- Capability to use critical thinking to help solve complex problems
- Experience negotiating large, complex contracts for multi-million-dollar projects.
- Foundation in Real Estate networking
- Excellent understanding of the allocation of resources and can track the timing of company compensation, as well as a project any changes.
- Exceptional interpersonal, writing, and verbal communication skills and proficiency in MS Office applications.



**CORE COMPETENCIES:**

- High emotional intelligence
- Positive
- Innovative
- Self-aware
- Balanced decision making
- Ability to develop & analyze complex calculations
- Attention to detail
- Accountability for others
- Ability to delegate (and follow up)
- Developing people
- Correcting others
- Creative problem solving
- Excellent written & verbal communication skills
- Handling stress
- Long-range planning
- Personal accountability
- Persuading others
- Takes initiative
- Problem management
- Realistic goal setting for others
- Results-oriented
- Self-management
- Specific industry or job knowledge
- Customer-oriented
- Evaluating others

**HOW TO APPLY:**

If you are interested in being considered for this position, please submit the following materials to [jobs@tarragon.com](mailto:jobs@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.*