

JOB DESCRIPTION

Manager, Investment and Development

General Description

The Manager, Investment and Development reports to the Vice President, Investment and Development and is responsible for providing development project coordination and oversight. The Development Manager will work as part of the I&D team on project specific development and acquisition initiatives. They will work closely with the Investment Manager and Construction Manager on pre-development, due diligence, project management and operational transition.

General Areas of Responsibility

- Model, maintain and update project underwriting and financial projections.
- Demonstrate proficiency in Microsoft Excel, Argus and other related modeling software.
- Work closely with Construction Management on design scope and budget preparation.
- Establish leasing assumptions based on market analysis, while working with internal leasing team to incorporate demand specific programming.
- Manage and prepare project schedules, which will include due diligence, financing and construction delivery of single or multiple phases.
- Establish pre-construction timeline, working closely in conjunction with Construction Management on General Contractor selection and negotiations.
- Manage the entitlement process and work closely with design team and municipal officials.
- Manage development budget, including close coordination with Construction Management on construction related and owner provided deliverables.
- Attend OAC meetings and provide project management and oversight.
- Maintain high level of familiarity and understanding of all project related legal documents including: Development Agreement / Partnership Agreement / Project Guaranty / Financing Agreements.
- Track leasing and occupancy milestones, along with managing tenant allowance budget.
- Coordinate leasing updates and meetings with internal and external teams, while providing strategic direction and leadership.
- Assist in collecting and compiling various lease exhibits, LOD's, work letters and tracking co-tenancy clauses and key dates.
- Coordinate partner and lender communications, along with internal and external reporting.
- Assist IM with Investment Committee communications and reporting.
- Work on monthly draw reports and diligently manage the timely submission of construction pay applications.
- Ensure compliance of all insurance requirements with risk management.
- Lead project closeout and transition to Asset Management upon project completion.
- Coordinate any LEED requirements and commissioning efforts during construction.
- Collaborate closely with Financial Operations and Accounting Team to ensure financial accountability and compliance, including processing draws, capital funding, cash flow, and reporting.
- Continually work to improve Midway processes, deliverables and functionality.

Qualifications

- Real Estate or Finance degree preferred; graduate degree preferred but not required.
- 3-5 years minimum of full life cycle development experience.
- Desire to add value and grow with Midway.
- Strong ability to work and thrive within a team environment.
- Ability to think analytically, multi-task, and prioritize.
- Strong underwriting/financial analysis background.
- Exceptional communication and organizational skills.
- Strong character, ethical values, and work ethic.
- Advanced proficiency and knowledge of Microsoft Office, Word, Excel, PowerPoint, Outlook and Argus.

Additional Skills

- Ability to maintain all information with the highest degree of confidentiality.
- Ability to manage multiple priorities in a fast-paced, deadline-oriented environment.
- Ability to follow written and oral instructions.
- Exceptional follow-through skills.
- Exceptional communication skills.
- Fiscally responsible and uses reasoned judgment.
- Ability to plan ahead and think "outside the box."