



HOMES • LAND • INVESTMENTS

POINT REAL ESTATE

Land Acquisition and Development Manager

JOB DESCRIPTION

SUMMARY

Acting as an integral member of the team, the Land Acquisition and Development Manager will play a vital role in identifying, underwriting, design and development of new residential communities.

RESPONSIBILITIES

Entitlement and Office Operations

- Assist with all land acquisition efforts, providing due diligence support, schedules and estimates.
- Work with senior management to direct the engineering, design, and consultant efforts necessary to entitle projects and pull permits. Significant coordination and communication with engineers, consultants, city agencies, municipal utilities, and neighbors will be required
- Perform consulting assignments for critical development services projects and to support brokerage needs
- Assist in development of proposals and contracts for development services opportunities
- Develop, track, and update project schedules for each development
- Develop, track and update project budgets for each development
- Develop scopes of work and bid documentation and oversee site development subcontractors

Field Operations

- Oversee the land development field operations on multiple projects
- Manage subcontractors, verify work completed and monitor progress
- Meet with government agencies/inspectors/consultants, etc.
- See projects through to completion and bond release

Skills

- Real estate license preferred
- 5-10 years of experience in residential or multifamily land acquisition and development
- Proficient knowledge of real estate laws, zoning regulations, due diligence, and land development processes
- Organized and excellent communicator with strong negotiation skills
- Go-getter mentality, highly self-motivated with a high degree of follow-up
- Proven ability to interact effectively with all levels within the company
- Exceptional verbal and written communication skills
- Leadership ability, entrepreneurial attitude and a good team player
- Strong training and presentation skills
- Excellent negotiation skills
- Advanced computer program skills like Microsoft Word, Excel, Salesforce, etc

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Physical Requirements:

Ability to operate office machinery; including but not limited to: telephone, computer, copy machine, fax machine, printer, and mobile phone. Ability to sit for extended periods (up to 4 hours) and use a computer for up to 8 hours per day. Ability to lift up to 10 pounds on an occasional basis. Ability to travel 5-10% of the time via automobile or airplane (occasionally overnight) to real estate locations.

Working Conditions:

Open office workstation environment, quiet to moderate noise levels.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, disability, sexual orientation, national origin or any other category protected by law.

In compliance with the Americans with Disabilities Act, a "reasonable accommodation" will be made for an individual with a known physical or mental limitation unless it would require an action of significant difficulty causing undue hardship.

This document covers the most significant duties performed but does not exclude other occasional work assignments not mentioned.