**Vice President of Development**

## DEPARTMENT: Development

**LOCATION: Charlotte, NC**

**REPORTS TO: CEO**

**TRAVEL: Yes**

**POSITION OVERVIEW**

## This position is accountable for accomplishing specific tasks and deliverables in support of development. These activities incorporate all phases of the development process.

## ESSENTIAL FUNCTIONS

* Able to read architectural and civil plans
* Update financial models (pro-formas)
* Help implement and track project directives and details
* Conduct market research
* Help prepare investment memos for internal investment committees and lenders
* Assist in preparing asset strategies
* Able to travel between markets (40%)
* Assist in obtaining due diligence materials for new projects
* Help coordinate rezoning and entitlement processes
* Track and code various project invoices
* Keep track of all assigned project information
* Be able to execute random tasks across the company as needed
* Other duties as assigned.

## QUALIFICATIONS AND DESIRED SKILLS

* Bachelor’s degree in engineering, architecture, or urban planning and MBA or Master of Science in Real Estate preferred
* Excellent technical skills with ability to manage numerous resources and priorities
* Strong computer literacy (Word, Excel, MS Outlook)
* Ability to multi-task and be flexible in assignments
* Able to work in a team environment
* Ability to read and understand design and construction documents
* Ability to conduct research and present results

## PROCEDURE FOR APPLYING:

Please send your resume and cover letter to Jose Bonilla, Tommy Rieman and David Ravin:

[jose.bonilla@nwravin.com](mailto:jose.bonilla@nwravin.com)

[tommy.rieman@nwravin.com](mailto:tommy.rieman@nwravin.com)

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