

Position: Development Manager
Department: Real Estate & Development
Reports to: Vice President, Development

Job Summary

The Development Manager assists with redevelopment, property management, and land development of over 1,000 acres of undeveloped land. Evaluates existing or potential real estate assets to determine best use.

Port KC leases 500,000 square feet of mostly industrial and office space in southern Kansas City, MO, is the landlord to the Isle of Capri Casino, operates an 8-acre river Port on the Missouri River, and is actively developing a 55 acre mixed use development on the southern bank of the Missouri River. Port KC will contract to build \$4,500,000 of site improvements on a 6-acre tract now under contract to a top 50 national apartment developer on which they will develop a \$60,000,000 mixed use development including a 400 car parking garage.

The agency is involved in development finance projects including sale leaseback tax exemption transactions and also Port Improvement District overlays. Recent and current projects include Class A office buildings, new speculative industrial buildings, a manufacturing headquarters complex, hotels, and the aforementioned 6-acre riverfront project.

The Development Department has multiple ongoing contractual relationships with Architects, Engineers, Planners, Landscape Architects, Environmental Professionals, and other technical service providers; the Development Manager will often assign and manage task orders with these professionals. Port KC engages a Real Estate Broker to lease our industrial and office space and a second Real Estate Broker to sell and lease our Missouri Riverfront development land. Property Management is conducted in house with the assistance of our Maintenance Manager and several vendors.

The Development Department engages with the Port KC General Counsel (in house) on land development, leasing transactions, and development finance projects. The General Counsel often engages outside counsel for specialized and complex transactions; the Development Department interfaces daily with these legal professionals.

The Development Manager is expected to effectively plan and execute multiple projects simultaneously and report the progress and results to the Vice President of Development. Specific areas of emphasis and responsibility within all of the areas of work described above will be assigned by the Vice President of Development commensurate with the successful candidate's experience, education, and aptitudes.

Essential Functions

- Assists with pre-development activities including: infrastructure, planning, zoning, architecture, marketing, financing, and contracting
- Maintains project management and project data files including: current pro forma financials, predevelopment budget, development budget, construction cost estimate, and project timelines
- Assists the development department staff with property management, lease and contract management, and vendor relationships
- Collects, analyzes, and reports on real estate, building and development trends and issues
- Develops and tracks metrics to ensure effective utilization of real land and property assets
- Assists in capital and operating budgets for the development department, project organization, and reporting to the CEO and Board of Commissioners

Qualifications

To perform the job successfully, an individual should have the following education, competencies, and experience:

Education, Competencies, and Experience

- Bachelor's Degree in Architecture, Engineering, Real Estate, Finance, Public Administration, Business Administration or equivalent
- Five to eight years of experience in real estate development, land planning, commercial leasing, urban planning, economic development, development finance, and/or public finance or equivalent
- Knowledge and understanding of real estate development, such as finance, zoning, architecture, engineering, investment, construction, and project management
- Ability to read and evaluate plans with an understanding of associated terms/standards
- Knowledge and understanding of research, technical writing, and graphic production
- Strong and effective project management and organization skills
- Strong and effective communication skills

Preferential consideration will be given to candidates with any of the following licenses, certifications, and degrees:

- Masters or other advanced degree in business, any architecture or engineering field, public administration or relevant area of study
- CCIM, GRE, CRE, CREM, CPM, SIOR, LEED, AICP, AIA, ASLA, or similar designations
- Licensed Missouri Real Estate Salesperson or Broker
- Published material in relevant topics to Development Manager position

Contact Information

Applicants for the Development Manager position should forward their resumes to Human Resources at info@portkc.com. Applicants should include a cover letter addressed to the Vice President of Development. Submissions of work examples and projects will be considered a part of any resumes received. Please clearly state personal contributions to any work samples or projects submitted. Hard copies may also be mailed to Human Resources at 300 Wyandotte Street, Suite 100, Kansas City, Missouri 64105. Please refer any questions to the above listed email address and a response will be generated within 24 business hours.