



JOB DESCRIPTION: Project Development Manager

About Old Town Design Build, Inc:

Founded in 1998, Old Town Design Build is a premier design build construction company dedicated to delivering top-quality services. With a strong focus on integrity, innovation, and professionalism, we have built a reputation for excellence in the industry. Our team comprises talented individuals who bring their expertise and passion to every project. With each project we undertake, we strive for the highest standards of quality, craftsmanship, and attention to detail. Our team leverages their expertise and experience to create spaces that are not only aesthetically pleasing but also functional and sustainable.

Old Town Design Build is dedicated to the Fort Collins community, contributing to its growth and development by enhancing its architectural landscape. We take great pride in our contributions and strive to leave a lasting positive impact on every project we undertake. As part of our growth and commitment to excellence, we are seeking a highly skilled Leader in Marketing to join our team. This role will be instrumental in upholding our core values while driving the sales and marketing to success.

Job Summary:

Old Town Design Build, Inc is a dynamic and progressive design build construction company that values relationships, fosters a team player mentality, upholds integrity by doing the right thing, encourages continuous improvement by getting better every day, and believes in having fun while delivering exceptional projects. As part of our growth and commitment to excellence, we are seeking a highly skilled Project Development Manager to join our team. This role will be instrumental in driving our core values while ensuring the successful execution of projects.

Essential Functions / Major Responsibilities:

1. Client Relationship Management:

Regularly engage with clients through various channels such as phone calls, emails, and in-person meetings to foster trust and loyalty; Act as a primary point of contact for

clients, addressing their concerns promptly and effectively; Provide personalized service by understanding each client's unique preferences, budget constraints, and project objectives; Follow up with clients after project completion to ensure satisfaction and gather feedback for continuous improvement; Cultivate long-term relationships with clients to encourage repeat business and referrals.

2. Project Understanding and Communication:

Have a comprehensive understanding of the company's capabilities and the intricacies of custom design build projects; Must effectively communicate these capabilities to potential clients, translating technical details into layman's terms to ensure clients grasp the benefits of the company's service; Continuously educate oneself on the latest industry trends, construction techniques, and building materials to better inform clients; Utilize visual aids such as presentations, 3D models, and project portfolios to effectively communicate design concepts and project plans; Collaborate closely with architects, engineers, and designers to accurately convey technical information and ensure alignment between client expectations and project feasibility; Provide clear and transparent communication regarding project timelines, milestones, and potential challenges to manage client expectations proactively; Tailor communication style and content to the preferences and understanding level of each client, ensuring clarity and comprehension.

3. Pre-Construction Planning:

Conduct thorough site evaluations and consultations with clients to gather detailed project requirements and preferences; Conduct preliminary feasibility research and evaluate municipal constraints; Collaborate on design development, execute site inspections, and propose pre-construction plans; Define objectives and project scope, deliverables, and timelines aligning with client expectations and budget.

4. Conceptual Estimation and Working Budget Creation:

Utilize historical data and key stakeholder feedback to develop the conceptual estimate to ensure alignment with the clients expectations and budget; Solicit bids based on construction set of drawings and specifications; Develop accurate working budget that includes all project costs; Integrate the developed timeline of project to project costs; implement value engineering should the project require.

5. Develop Construction Schedule:

Creation of construction schedule based on scope of work, plans, and specifications; gather subcontractor feedback for duration of subcontractor work to be performed; present construction schedule to assigned project manager; set Baseline to schedule in

Buildertrend at time of hand-off of project to project manager, at this point in time, the schedule becomes the responsibility of the project manager.

Requirements:

- Proven experience as a construction project developer/estimator, preferably with a design build construction company.
- Comprehensive understanding of project developer principles, including scheduling, estimating, budgeting, and material procurement.
- Proactive problem-solving abilities, with a focus on developing high-quality projects.
- Strong knowledge of construction methodologies, codes, and regulations.
- Proficiency in project management software and tools.
- Excellent communication and interpersonal skills, with the ability to build and maintain strong relationships with clients, subcontractors, and team members.
- Ability to manage multiple projects simultaneously and prioritize tasks effectively.
- Excellent organizational and problem solving abilities to effectively manage project development.
- Commitment to ethical conduct, integrity, and doing the right thing in all business dealings.
- Strong decision-making capabilities, demonstrating sound judgment and the ability to navigate through challenges and uncertainty.
- Minimum of 7 years experience in construction.
- A bachelor's degree in construction management, engineering, or related field is preferred.
- Professional certifications such as Project Management Professional (PMP) or Professional Cost Estimator/ Analyst (PCEA®) are advantageous.
- Knowledge of High Performance and Passive House Methodologies is preferred.

By meeting these requirements, you will contribute to the success of our construction projects, foster a culture of excellence, and play a key role in shaping the future of our organization. Every team member at Old Town Design Build is a valued and critical part of the success of the organization and the mantra of “we are only successful when we are all successful” is what we embody. In joining this team, we are truly committed to “Building Better Together”.