Job Order Details

**Development Manager, Miami, Affordable Housing Non For Profit (JOS000000070)**
- Location: Miami, FL - USA
- Job Type: Direct Hire
- Year(s) Exp: 3 - 10

- Company Info
  - Contact: [Company]
  - Salary: $120000 - 0
  - Pay Rate: $0.00 - 0.00
  - Bill Rate: $0.00 - 0.00
  - Full Benefits: Yes
  - Interview Exp: No
  - Relo Exp: No

Comp Comments: The base salary is up to 120,000 plus additional bonus, etc.

Skills, Industries, Disciplines & Degrees

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<th>Skills</th>
<th>Industry Codes</th>
<th>Disciplines</th>
<th>Degrees</th>
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Job Description

**Development Manager, Miami (JOS000000048)**

**Basic Information**

- Location: Miami, FL
- United States of America
- Job Type: Direct Hire
- Duration: Open
- Years Exp. 3-10
- Fee: 
- Comp Comments: Full health, dental, vision, 401K, bonus

**Company Information**

- Company: [Company]
- Salary: $120000 - 0
- Pay Rate: $0.00 - 0.00
- Bill Rate: $0.00 - 0.00
- Full Benefits: Yes
- Interview Exp: No
- Relocation Exp: No

Skills, Industries, Disciplines, and Degrees

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**Job Description**

**Title: Development Manager**

**Location, Miami, Florida**

**Professional responsibilities**

- Provide management to the Real Estate Development team in implementing multi-pronged, place-based real estate development strategy throughout all project phases (site acquisition, contracts, programming, design, financing, construction, leasing/marketing).
- Work closely on policy development, financial analysis, property management, and administrative support.
- Provide accurate documentation, reporting, and data collection to ensure compliance of grants and/or public-private partnerships.
- Coordinate efforts to ensure maintenance issues are being addressed on all real estate owned.
- Other duties as assigned.

**Qualifications and requirements**

- Bachelors Degree in Real Estate, Urban Planning or related field or equivalent and commensurate experience.
- 3+ years of experience in project management, design, planning, real estate, property management or construction.
- Strong analytical and financial management skills, working knowledge or experience with city programs, public funding sources, public policy, design, property management and/or construction of real estate.
- Energetic, organized, and highly motivated person with ability to work independently and collaboratively. Flexibility and willingness to do a variety of tasks.
- Excellent interpersonal and verbal and written communication skills.
- Strong command of Microsoft Office Suite (Word, Excel, MS Project)
- Ability to perform a variety of duties and responsibilities with consistent accuracy, attention to detail, and speed under the pressure of time-sensitive deadlines. Must take initiative, analyze assignments, identify sub-tasks, prioritize, and keep various assignments moving simultaneously.

**Recruiter to Recruiter Comments**

**Submitting Agency**

**Julia Simon**

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