

**SENIOR DEVELOPMENT DIRECTOR  
JOB DESCRIPTION**

The Senior Development Director is responsible for overall day-to-day management of the development of new medical facility real estate projects and is a main point of contact for our clients during the development process. The activities include assembling and managing a project team that includes architects, construction managers, engineers, attorneys, and other specialists during the entire process from project feasibility study to certificate of occupancy and move-in. Creating, maintaining, and managing project budgets and schedules are a key element of the position.

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**Roles & Responsibilities:**

- Assemble and manage complete project development teams including running RFP processes.
  - Conduct project feasibility studies, including property due diligence, conceptual budgeting and scheduling, financial analysis, and preparation of deliverable packages.
  - Manage project budgets and schedules keeping both the client and development team informed.
  - Provide expert advice and guidance regarding real estate development to clients.
  - Apply proper judgment with issues / problems discovered during a project and work with development team to formulate sound plans to mitigate problems and risk.
  - Manage the document execution phase of a project including assistance in review and negotiation of development agreements, space leases, ground leases, and other documents required.
  - Assist in securing project financing including correspondence with and between several different departments (legal, development, property management, and investments) to coordinate closing, and assist with investor and lender negotiations.
  - Coordinate the design and development of new real estate projects to facilitate post move-in transition to property management.
  - Manage CapEx or tenant improvement projects for owned or managed properties.
  - Provide owners-level construction management.
  - Provide intra-company assistance as needed to foster a collaborative work environment.
  - Possess ability to travel within United States.
  - Attend and participate in industry conferences, networking, and educational events.
  - Assist with company evaluation and responses to RFPs.
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**Skills and Expertise:**

- 5+ -years' experience working as Senior Project Manager or Project Manager for a Real Estate Developer or related field. Healthcare development experience preferred.

- Identify as an employee with attention to detail, strong organizational skills, and an energetic work-ethic.
- Ability to accurately manage multiple projects simultaneously.
- Have a “can-do” attitude, professional correspondence etiquette, strong interpersonal skills and take “ownership”/pride in work deliverables.
- Can work in an extremely fast-paced environment while managing conflicting priorities, and can self-manage and complete tasks with a certain degree of autonomy.
- Possess strong customer service skills.
- Have strong skills in Microsoft Excel and Project Scheduling Software.
- Have a working knowledge/understanding of project based pro-formas.
- A Bachelor’s degree in a related field of expertise, Master’s degree a plus.

***Qualified candidates should send cover letter and resume to Pamela Witherspoon:***

***[contact@anchorhealthproperties.com](mailto:contact@anchorhealthproperties.com)***