

Senior Project Manager, Development

New York, NY, United States

[Click Here to Apply](#)

JOB DESCRIPTION

Primary Purpose of Position:

This position will be responsible for coordinating and supervising the management of various elements of assigned commercial real estate development projects.

Essential Functions:

Business Development

- Oversee and participate in the leasing of projects, including participation in tenant showings, proposal preparation, consummation of a business agreement, the negotiation of tenant leases, and the development of tenant work letters.

Project Management

- Direct and coordinate the development process from project inception through completion, and subsequent turnover to Property Management.
- Coordinate the work of the BP internal team (Leasing, Legal, Construction, Finance, Accounting and Property Management) both within Boston Properties and with outside consultants.
- Schedule, organize and preside over internal project staff meetings and meetings with tenant construction teams.
- Coordinate the preparation of design and construction schedules.
- Coordinate project design with contractor pre-construction services.
- Oversee design and construction progress meetings.
- Manage the preparation, negotiation and execution of all project legal documents and contracts.
- Coordinate the work of the tenant design team.
- Oversee tenant construction process and ensure timely compliance by tenants and BXP of all lease and work letter construction-related obligations.
- Provide support in the solicitation, negotiation and documentation of project construction financing.
- Produce and maintain the various project information and reporting requirements of the Development Status Database, including the Status Report, PCR budgets, and Capital requirements. Present the likely project outcomes to Senior Management.

Budgetary

- Create and maintain the project budget, ensuring that the budget is achieved.
- Create and maintain budgets and economic models for proposed acquisitions and development projects.
- Review and approve all project invoices, including design services and construction requisitions.
- Prepare budgets, review monthly requisitions and other financial requirements of construction and other lenders.
- Provide timely and accurate project financial information to the Capital Markets group for capital budgeting and earnings projections.

General

- Coordinate the due diligence process and evaluation of proposed developments and make recommendations therefore.
- Coordinate the permitting/entitlement process, including making presentations to and representing Boston Properties at appropriate public boards and hearings.
- Assist in the preparation of marketing materials, including floor plans, building specifications, operating expenses summaries and renderings
- Participate in recruitment, interviewing, and evaluation of other development department staff including Summer Interns.
- Prepare periodic case studies to inform/discuss various “lessons learned” with internal departments.
- Assist Property Management with development issues/projects at existing assets on an as-needed basis.

Regional Specific Functions:

- Interface with Joint Venture partners to the extent necessary to inform them of project status, if applicable.
- Participate in real estate industry groups.
- Perform other duties as assigned.

Requirements and Qualifications:

- A BA/BS degree required with a concentration in engineering, architecture, or environmental science program related to real estate preferred.
- Masters in Business Administration or Masters in a real estate related discipline preferred.

- A minimum of 5-7 years of experience in project management and real estate development including 2 years of experience in developing large, complex, mixed-use urban projects, and structuring and negotiating project legal agreements for commercial real estate transactions.
- Experience must include demonstrable knowledge of real estate valuation techniques, project finance, development project cash flow modeling, public approvals and permitting/entitlement process.
- Excellent analytical and problem-solving skills.
- Excellent verbal and written communications skills.
- Ability to handle multiple tasks simultaneously while under pressure.
- Ability to interact with co-workers, contractors, tenants, and/or vendors in an articulate, courteous, and business-like manner at all times.
- Ability to produce quality work in consistent manner.
- Ability to manage complex, multifaceted projects and teams.
- Results oriented.
- Excellent negotiation and conflict-resolution skills.
- Ability to produce quantity of work necessary to complete assigned tasks in a timely manner.
- Self-motivated with the ability to work autonomously or to work as part of a team.
- Adaptability to changing demands.
- Proficiency in Microsoft Office applications.

Physical Requirements:

- Involves work of a general office nature usually performed sitting such as operation of a computer.
- Involves work of a general office nature usually performed standing such as operation of a fax and printer.
- Involves work such as tours throughout property portfolio, including to construction sites, usually performed by walking and by climbing stairs, and riding construction hoists, often at extreme heights.
- Involves movement between departments to facilitate work.
- Involves lifting plans or boxes of 25 pounds or more occasionally.

Internal and External Contacts:

- Communication required internally throughout the organization. External contacts include but are not limited to public officials, tenants, consultants, brokers, vendors, and contractors.

Reporting Structure:

- This position reports to a Senior Vice President Development who provides assignments, supervision, and guidance and who will coordinate, evaluate, and monitor work performance on a periodic basis.

As a federal contractor and in observance of our company's vaccination policy, Boston Properties is required to verify that all employees are fully vaccinated against COVID-19, therefore, all offers of employment are contingent on the candidate providing proof of being fully vaccinated against COVID-19. Individuals with medical conditions or sincerely held religious beliefs that prevent them from getting the vaccine can request an exemption from the vaccination requirement.

[Click Here to Apply](#)