

JOB TITLE: DEVELOPMENT COORDINATOR**DEPARTMENT:** DEVELOPMENT**DIVISION:** WESTERN REGION**FLSA:** NON-EXEMPT**DATE OF REVISION:****1. PRIMARY FUNCTION**

The position is based in San Diego, California and reports to the Senior Vice President/Development Partner in the San Diego office who is responsible for development for the Western Region. The Development Coordinator will assist the Development/Design Team in the day-to-day management of the development projects as well as provide administrative support for the SVP. Duties will also include coordination with corporate office schedules. Travel is generally not required.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES (Should be a minimum of 5-8)

Responsibilities include coordination of the following duties:

- Coordinate assembly of construction loan draw packages with Development Team
- Coordinate payment of fees as needed (local travel may be required)
- Invoice processing
- Establish and maintain project files including due diligence sites and electronic sharing sites
- Track development budgets, schedules and Due Diligence items as directed by Dev Team
- Maintain project checklists as directed by Development Team
- Track consultant proposals
- Prepare template consultant contracts
- Coordinate execution of consultant contracts and other documents
- Prepare/assemble template powerpoint internal and external presentations
- Track and maintain consultant insurance
- Schedule internal and external meetings
- Make travel arrangements

3. KNOWLEDGE AND EXPERIENCE REQUIRED**A. EDUCATION:**

High School Diploma or equivalent, some additional vocational or on the job experience required, knowledge of business discipline is also required

B. LICENSES OR CERTIFICATIONS REQUIRED:

California Notary Public a plus

This is intended to describe the major requirements and the major duties which comprise the framework for this job. It is **not** to be construed as an exhaustive statement of all the duties, responsibilities or requirements. JPI Employment Services, LLC retains the discretion to add or change the job duties at any time.

C. RELATED WORK EXPERIENCE: []

- | | | | |
|--------------------------|--------------------|-------------------------------------|------------------|
| <input type="checkbox"/> | None | <input checked="" type="checkbox"/> | 4 - 6 years |
| <input type="checkbox"/> | 6 months to 1 year | <input type="checkbox"/> | 7 - 9 years |
| <input type="checkbox"/> | 1 - 3 years | <input type="checkbox"/> | 10 or more years |

Describe the nature of the prior experience (what type of work must the incumbent have been performing for the last x number of years? (i.e., analysis, industries, positions, typing, computer skills, etc.);

- Experience working with consultant contracts and budget tracking associated thereto
- Ability to interact with and relate to diverse audiences.
- Good organizational skills; ability to prioritize multiple tasks.
- Good communication skills, both oral and written.
- Commitment to delivery of high quality work product.
- Possess a high level of professionalism and maintain confidentiality.
- Proficient in Microsoft Office programs.
- Ability to learn web based construction tracking tools.

D. OTHER CONSIDERATIONS (communications, interpersonal skills, etc.):

- Accountability- Takes responsibility for performance
- Communication- Listening to others and communicating effectively
- Creativity & Innovation- Creating new approaches and solutions
- Judgment/ Problem Solving- Makes decision wisely, after evaluating all available options
- Quality- Produces deliverables that meet or exceed expectations
- Teamwork- Working collaboratively with others to achieve organizational goals
- Time Management- Effectively managing time in order to accomplish work

APPROVALS:

 TEAM LEADER

 DATE

 HUMAN RESOURCES

 DATE

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