



## **Development Manager at PHNX Modular Systems**

At PHNX, we're driven by a mission to develop affordable housing, and we're on a path of growth. Currently, seeking a key team member: the Development Manager. We're looking for someone exceptional, tired of the corporate grind, and ready for a new career direction. As our Development Manager, you'll be part of a company poised for significant expansion. You'll work closely with company leaders and clients, directly making an impact on our success. While we expect top-notch performance; we maintain a low-stress work culture and manageable workloads.

### **Responsibilities**

- Read and understand construction plans, surveys, site plans, zoning laws, and other technical construction documents
- Assess project feasibility, analyze construction plans, perform zoning analysis and provide feedback to maximize overall project efficiency and avoid errors
- Develop project specifications
- Work with module manufacturer to develop accurate building specifications orders, track all changes, and update budgets and pricing models accordingly
- Develop and manage the project schedule, scope of work assignments, and project budget
- Create bid packages, tender to subcontractors, manage the bidding process, and input subcontracts
- Manage all project change orders
- Act as the primary point of contact for all project stakeholders including clients, architects, engineers, manufacturers, etc., and be accountable for all aspects of the project
- Act as RFI manager
- Identify potential risks related to operations, contracts, or project execution
- Provide leadership to the projects ensuring project completion within budget, schedule, and conformance with design documents and report any deviations
- Manage on-site superintendent and perform site inspections as necessary.
- Establish regularly scheduled meetings to review plans, budgets, equipment, required on-site dates, and the project schedule
- Manage the inspection process. Obtain final acceptance of the work, and sign-offs from clients and governing authorities. Ensure timely closeout of the subcontracts
- Provide the company guidance on best practices to improve company operations
- Attend client meetings independently and with owners
- Attend industry and networking events

## Required Qualifications

- Bachelor's degree in architecture, engineering, and/or construction-related field from an accredited college or university
- 8-10 years of diverse, full-time technical experience in the real estate development and/or construction field; 4 years of which must involve managing all phases of preconstruction and construction work for residential development projects
- Self-starter with proven ability to prioritize/execute in a fast-paced environment, solve problems, and manage multiple active projects
- Strong knowledge of architectural, structural, and MEP systems
- Strong existing relationships with general contractors, architects, surveyors, and other contractors

## Preferred Qualifications

- Experience with modular construction
- Experience with affordable housing development
- Experience with Revit, AutoCAD, SketchUp

## Skills

- Highly proficient with Procore and Google Workspace
- Outstanding oral and written communication skills
- Ability to professionally present to and interact with clients, management, and investment partners
- Located within a 30 minute commute from Hoboken, NJ

## Compensation

- Competitive annual base salary: \$120,000 - \$160,000 (based on experience and skills)
- Performance-based annual bonus and company profit sharing
- Health insurance (100% employer paid)
- 20 days PTO, year 1
- Additional PTO: Friday after Thanksgiving, Dec. 24 - Jan 1
- Holidays observed: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day

PHNX is an equal-opportunity employer. We do not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status in hiring, promotion, compensation, or other employment decisions. All qualified applicants are encouraged to apply and will receive consideration for employment.