

POSITION TITLE

Project Manager - Development

ACCOUNTABLE TO

Executive VP – Director of Development

Seattle-based Wright Runstad & Company develops, acquires, manages and leases high quality commercial office buildings located primarily in the Pacific Northwest. The company has a 49-year history as one of the region's premier real estate development and operating companies, delivering outstanding property performance and superior investment returns. Wright Runstad & Company maintains an exceptional reputation among tenants and institutional investors for its demonstrated commitment to integrity and high levels of quality and service.

Among other projects in its portfolio, Wright Runstad & Company is actively developing The Spring District, a 36-acre mixed-use transit-oriented development between Bellevue and Redmond. The Spring District includes approximately 1 million square feet of office space already built and leased or owned by Facebook, with 329,000 square feet under construction and more than 1.5 million additional square feet in design.

GENERAL RESPONSIBILITIES

Under the supervision of the Director of Development and in coordination with other members of the Development team, provide project management services for upcoming work at The Spring District, including supporting the Director of Development during preconstruction and taking ownership of the project(s) during shell and core construction and tenant improvements. Wright Runstad & Company plays an active role during construction of its projects, including direct-purchase contracts for lighting, signage, furnishings, and other scopes. The Project Manager is expected to lead meetings with investment partners and tenants and direct the work of consultants, contractors, and vendors, as well as read and understand lease, contract, and easement documents. The Project Manager will be supported by all members of the development team but must be comfortable operating independently.

SPECIFIC RESPONSIBILITIES

- Contract negotiations and administration, including for the architect, structural and civil engineers, general contractors, and others.
- Purchase orders and coordination, including of lighting, signage, furnishings, and other items.
- Coordinate with tenants and tenant construction managers, managing schedule, submittals, field questions, and tenant revision requests.
- Manage change proposals and change orders, including negotiating changes and associated costs with both contractor and tenant.
- Manage monthly billings (both contract and tenant tracking), including collections.
- Review draw requests; coordinate with accounting for corrections; prepare responses to related inquiries from project investors and/or lenders.
- Write and present monthly development reports to internal and external partners.

KNOWLEDGE AND SKILLS

Proficient in Microsoft Office, Adobe Acrobat, Bluebeam, and Microsoft Project.

Detail-oriented and highly organized.

Able to handle multiple tasks/projects at one time and prioritize needs.

Excellent verbal and written communication skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel and is required to talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 5 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Wright Runstad & Company believes in an office-centric work culture. Applicants should expect to commute regularly to our corporate headquarters in downtown Seattle and to project site(s) at The Spring District.

The noise level in the work environment is usually quiet.

EDUCATION AND EXPERIENCE

8-10 years in a commercial real estate or architecture/engineering/construction industry environment. Experience in construction management preferred.