

WRIGHT RUNSTAD & COMPANY

POSITION

Project Manager - Development

COMPANY

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 50-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 is privately held and 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 in Bellevue. The Spring District includes approximately 1 million square feet of office space already built and occupied by Meta (Facebook), with 675,000 square feet under construction and more than 1.5 million square feet of additional development projects in the planning or preconstruction phases.

GENERAL RESPONSIBILITIES

Manage the design, construction, and delivery of a large-scale build-to-suit office project at The Spring District and provide preconstruction and planning support to the Director of Development for future projects in the Spring District and throughout the Company portfolio as needed. Wright Runstad & Company's project managers play active roles during construction of their projects, including direct-purchase contracts for lighting, signage, furnishings, and other scopes when required. The Project Manager is expected to direct the work of consultants, contractors, and vendors, as well as to implement leases, contracts, entitlements, permits, and property documents in the course of successfully delivering projects. In addition, he/she will be the primary interface with the tenant on project matters, provide support to financing and leasing activities, and communicate regularly with project investors. 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 other project consultants.
- Purchase coordination when required for items such as lighting, signage, and furnishings.
- 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.

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- 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 for internal and external partners.

ACCOUNTABLE TO

Executive VP – Director of Development

WORK ENVIRONMENT

Wright Runstad & Company believes in an office-centric work culture. Project Managers should generally expect to work in person at our corporate headquarters in downtown Seattle and make regular visits to project site(s) at The Spring District in Bellevue. Remote work arrangements may be accommodated based on individual circumstances.

KNOWLEDGE AND SKILLS

Action-oriented and highly organized.

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

Excellent verbal and written communication skills.

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

EDUCATION AND EXPERIENCE

Bachelor's degree required.

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

Experience in construction management preferred.

COMPENSATION AND BENEFITS

Competitive salary (w/ bonus opportunity) commensurate with experience.

Industry-leading benefits including paid time off, health and insurance benefits, 401(k) plan contributions, and a sabbatical program.