



DEVELOPMENT PROJECT DIRECTOR

KCG COMPANIES OVERVIEW:

KCG is a mixed-use and multifamily developer, builder, and owner with a single purpose: to build vibrant communities that offer residents an enhanced quality of life and a place to proudly call home. Founded on the guiding principle that positive social impact and profitable development are not mutually exclusive, we strive to advance and redefine standards for superior-quality sustainable communities.

Through a community-centric approach, we take pride in our commitment to align our vision with that of the local community, never attempting to force a pre-conceived product into the box that is a new market, and believe doing so allows us to execute on developments that represent long-term value and opportunity for residents.

DEVELOPMENT PROJECT DIRECTOR JOB DESCRIPTION:

This is an exciting opportunity to join the team in a period of strategic growth as a Development Project Director which will serve as the liaison for Development to Construction and the rest of the company leading up to closing and through the construction period. KCG is looking for a self-driven individual with aspirations for personal growth and future advancement to perform the following:

PRIMARY RESPONSIBILITIES:

- Provide direct support to the VP of Development for all developments assigned.
- Lead/Coordinate/Secure all entitlements including but not limited to site plan approval, LDP, building permits, etc., required for closing.
- Attend jurisdictional meetings for purpose of expediting approvals to get to closing and to the start of construction
- Coordinate with Utility Companies, Telecom Providers, Testing & Special Inspections (T&SI) Consultants
- Liaison between Development and Construction and rest of the company during construction
- Monitor construction progress, review construction draws, review construction change orders, and monitor the construction budget and timeline.
- Coordinate and/or complete post allocation reports (Carryover, 10% test, Pre-8609 inspections, construction monitoring reports, Form 8609, ect.) to the state housing agencies and other funding sources as required post allocation.
- Coordinate and distribute information to construction, finance, asset management, property management, accounting when appropriate
- Other duties as assigned

CORE COMPETENCIES:

- Accountability – Accepts personal responsibility for quality and timeliness of his or her work
- Communication – Communicates well both verbally and in writing
- Consistency – Consistently follows documented procedures and suggests changes/updates when appropriate

KCG Development

9311 N. Meridian Street, Suite 100 | Indianapolis, IN | 46260
www.kcgcompanies.com

- Teamwork – Builds good relationships and rapport with customers, peers, supervisors, and managers throughout the organization

QUALIFICATIONS AND REQUIREMENTS:

- Must be an organized, entrepreneurial leader with attention to detail and strong analytical, time management and problem-solving abilities
- Must possess excellent verbal and written communication and be able to multitask efficiently in a fast paced work environment
- Bachelor's Degree or equivalent, ideally in Business, Real Estate, Finance, Architecture, Urban Planning, Engineering, or a similar field with at least 3 years experience
- Experience with project management software like ProCore is preferred but not required
- Experience in the affordable housing industry is preferred but not required
- Ability and willingness to travel

BENEFITS:

- Health care insurance plans: Medical, Dental, Vision
- 401k Plan with matching benefits
- Paid Time Off
- Paid Volunteer days
- Paid corporate Holidays
- Transactional bonus structure

KCG is an Equal Opportunity Employer