



Overview

Join a growing real estate investment and development company with an active portfolio of projects across Maryland and the Mid-Atlantic region. **JPB Partners** is an alternative asset manager specializing in the investment of private equity and real estate, primarily in the Mid-Atlantic and Southeast US. **JPB Real Estate** acquires, develops, and manages residential and commercial communities in high growth secondary markets with high barriers to entry. We're seeking a motivated and detail-oriented **Development Manager** to support the planning, design, and execution of multiple land development projects while assisting with the management of existing assets.

The **Development Manager** will be responsible for overseeing multiple real estate development projects from concept through completion. This includes managing the entitlement process, leading design and pre-construction activities, and ensuring the successful execution of projects. The **Development Manager** will coordinate with internal teams, consultants, and contractors to ensure projects are delivered on time, within budget, and aligned with company objectives.

Primary Responsibilities

- Manage the entire development lifecycle for assigned projects, from site selection and entitlement to design, construction, and project closeout.
- Lead the entitlement process, including zoning, permitting, and compliance with local, state, and federal regulations.
- Coordinate and oversee the work of engineers, architects, and other design professionals to develop project plans and specifications.
- Support due diligence, feasibility analysis and project underwriting
- Develop and manage project budgets, schedules, and financial forecasts to ensure feasibility and profitability.
- Participate as a point of contact for all project stakeholders, including local authorities, community representatives and investors.

- Identify and mitigate project risks, including those related to entitlements, design, and construction.
- Prepare and present project updates, financial analyses, and progress reports to senior management and stakeholders.
- Lead coordination efforts with utility providers, environmental consultants, and other critical project partners.
- Work with legal in creation of Reciprocal Easement Agreements and HOA documents.
- Maintain organized project documentation, including contracts, permits, change orders, and meeting minutes.
- Administer residential lot purchase agreements with stakeholders and builders.

Other Roles and Responsibilities

- Handle various ad hoc assignments as needed to support the development team.
- Support lease negotiations and tenant coordination, ensuring alignment with project timelines and specifications.
- Manage tenant improvement coordination efforts, including oversight of general contractors and adherence to lease obligations.
- Manage project bid processes for existing commercial assets.
- Create investment opportunities through existing relationships and project-based relationships.
- Assist in the preparation of marketing materials and project update reports for internal and external meetings (lenders, investors, etc.).

Requirements

- Minimum of three (3) years of experience in residential and/or commercial land entitlements and development
- Strong preference for work experience in the Delaware, Maryland, and Virginia markets.
- Bachelor's degree in real estate, civil engineering, construction, architectural or equivalent experience
- Strong organizational and project management skills
- Proficiency with Microsoft Word, Excel, Office, Project, and PowerPoint is required

- Ability to work independently and to manage multiple projects simultaneously

Benefits:

- 401(k)
- Health Insurance (Medical, Dental, Vision)
- Life & Disability Insurance
- Performance bonus eligibility

Compensation:

The expected base salary range for this role is \$90,000–\$110,000 per year. The final offer will depend on experience and skills of candidate.