



## Director of Development – Midwest - Job Description

### Company Summary:

Onyx+East is a residential developer/homebuilder that delivers well-crafted and designed homes to clients. We focus on building in walkable, lasting locations ensuring each property provides comfort, livability, convenience, viability, and practicality. We treat every home as a piece of art. We are committed to serving our clients through offering a quality project, maintaining transparent communication, and encouraging a relationship and exceptional experience, rather than a mere transaction. We are thinkers. We are visionaries. We are envelope pushers. We work towards ensuring our residents live with a sense of comfort, community and sustainability.

### Job Summary:

The Director of Development is responsible for leading and managing new development projects including site identification, market research, site density study, concept design/product mix, zoning entitlements and government approvals, architecture/engineering team management, feasibility studies, development projections, and investor packages. This position will be located in Indianapolis, responsible for O+E's Built-For-Rent business lines in Midwest markets, and will report to O+E's VP of Acquisitions. The position is responsible for meeting or exceeding annual market pipeline goals; and leading the site identification, purchase negotiations, due diligence process, underwriting the specific developments/projects and bringing these projects through investment committee. This position will manage third parties in design, and lead in the procurement of entitlements, utility approvals and project closing documentation. This person will work in conjunction with various team members including Construction Operations, Land Development, and Project Management through the planning and execution of multiple projects across multiple markets.

### Key Job Duties and Responsibilities:

- Responsible for sourcing and execution of pipeline, engineering/design and entitlement process in assigned O+E markets to meet or exceed company goals
- Manage and coordinate all efforts to obtain entitlements, permits, and rights required for projects. Understanding of key site development processes and requirements
- Lead and manage due diligence process including environmental studies, title review, geotech, surveys, development cost estimating, and municipal and utility review
- Lead and manage development teams including third party consultants, ie. architects, engineers and legal counsel for the successful entitlement and design of the development
- Collaborate with other O+E departments to ensure implementation of development vision on project details, including ensuring engineering, architecture, and designs are progressing to plan with O+E brand, market-based standards, and product price point/features
- Conduct ongoing site/predevelopment coordination meetings with Construction, Construction Operations, Site Development, and Property Management teams
- Coordinate with Property Management and Construction teams to ensure transition of project responsibilities in construction and lease up for Built-For-Rent properties

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- Research and development of assigned and prospective Midwest markets including building relationship with key stakeholders in those markets
- Coordinate with the Director of Market Research to maintain current intelligence on assigned markets, including land and product. Be the market knowledge expert.
- Creation and management of predevelopment budget including negotiation and execution of contracts with partners and overall execution of entitlement schedule. Keep approved projects on track for budgeted start date
- Ensure IC packages, market studies, proposals, and RFP's/RFQ's are accurate and timely
- Assist Finance/Accounting with creating proformas, finance packages, and development related closing documentation
- Lead in presentation of projects to investment committee providing necessary market research and underwriting specifics
- Ensure that reports, budgets, and proformas are accurate and timely
- Establish and maintain key relationships with market professionals, brokers, government leaders, and other key stakeholders
- Represent and promote the O+E brand in public forums, industry events, etc.
- Participate in new market initiatives and exploration, global product design and strategy sessions
- Other duties as assigned

## Experience and Skill Requirements:

Minimum of seven years of experience in real estate acquisitions, development, investment, or planning

A bachelor's degree or equivalent, ideally specializing in Business, Real Estate, Engineering, Architecture, Landscape Architecture or Urban Planning

Advanced degree is preferred in law, urban planning, architecture or business

Strong project management and negotiation capabilities

Keen attention to detail and accuracy

Excellent organizational, time management, and planning skills

Experience with graphics and technology

Strong written and verbal communication skills

Proven analytical skills and problem analysis

Stress tolerance

Willingness and ability to travel