

Revised: October 25, 2009

Othello Partners, Inc.

Position: Assistant Development Manager

Employment Description

Title: Assistant Development Manager

Reports to: Chief Executive Officer

Pay Status: Part Time or Full Time

Summary: The Assistant Development Manager will be responsible in assisting the CEO in the day to day effort of entitling, developing, constructing, stabilizing, and selling Othello Partner's projects.

Company and Project Information

Othello Partners' mission is to develop environmentally sustainable and financially viable residential and commercial projects with a focus on transit-oriented, in-fill re-development. In August 2009, Othello Partners in partnership with USAA RealCo broke ground on *The Station at Othello Park*. Located adjacent to Othello Light Rail Station in southeast Seattle, *The Station at Othello Park* is a 420,000SF, LEED Silver, mixed-use development with 351 apartments and 20,000SF of retail space. Residential pre-leasing will start in January 2011.

Projects currently in pre-development include *Othello Station North* and *Trenton Townhomes*. *Othello Station North* is a 2 acre site adjacent to the Othello Light Rail Station. The Master Use Permit (MUP) includes a six-story building containing 17,700 square feet of retail space, 370 residential units, and 372 parking stalls. *Trenton Townhomes* is a 2.5 acre site located at the Rainier Beach Light Rail Station. The joint short plat and rezone MUP includes 67 modern townhouses on fee simple parcels.

Make a difference and join our team as we shape the future of Seattle.

Essential Duties and Responsibilities:

The Assistant Development Manager will complement and reinforce the activities of the CEO in the following areas:

- project planning functions including project implementation through completion of construction and lease up
- foster capital partner relationships
- negotiate and review contracts
- create and execute project work plans and revise as appropriate
- coordinating site entitlements
- identify resources needed & assign individual responsibility including accountability for tasks & timelines
- collaborate with cross-functional teams including design, construction, finance, leasing, legal & public relations
- manage project budget
- review and negotiate change order requests
- produce monthly project reports
- handle governmental approvals & governmental relations
- responsibility for all project documents ensuring that they are complete, current & properly stored
- conduct team status meetings and all other duties as assigned

Knowledge, Skills, and Abilities:

- Bachelors degree in Architecture, Engineering, Construction Management, or related discipline
- Ideal candidates will have a MBA, finance, accounting, or applicable business experience
- 3+ years experience in real estate development preferred

- Experience with apartment construction, apartment stabilization, and ground related housing development
- Must be detail oriented, with the ability to organize data and information into resourceful reports
- Excellent written and verbal skills
- Proficient in practical applications of pro forma
- MUST be able to work well in a fast paced, fluid environment, with a demonstrable history of meeting deadlines.
- Independent - Consistently demonstrates good judgment in the absence of explicit instructions and requires minimal supervision
- Proven ability to seamlessly execute difficult tasks in a team environment

Applications

To apply, please submit your resume and cover letter with salary and benefit requirements, attention Tom R, Othello Partners, Fax to (206) 722-1515; Email to jobs@othellopartners.com or mail to: Othello Partners, 4001 S Chicago St, Seattle WA 98118 – No calls please.