



Development Project Manager Larimer Square

Job Title: Development Project Manager – Larimer Square

Type: Full Time

Location: Denver, Colorado

Urban Villages is a leading real estate development and investment firm that specializes in timeless urban design and environmentally responsible development and management practices (www.urban-villages.com) with a portfolio that includes iconic properties such as Historic Larimer Square, the Sugar Block in downtown Denver and RailSpur in the heart of Seattle's Pioneer Square.

We are seeking an experienced Development Project Manager to lead day-to-day execution of the redevelopment of Larimer Square. Located in the heart of Denver's downtown, Larimer Square is the city's original main street and is today comprised of 25 individual historic buildings, several non-historic buildings, and a structured parking garage, all under common ownership and management. The redevelopment of Larimer Square will include restoration and enhancement of the heritage buildings, rebuilt streetscape, incorporation of new uses and activated open space, and new sustainable buildings adjacent the Square. By investing the necessary time and capital in this iconic asset, Urban Villages will protect the historic essence of Larimer Square while building it as an inclusive, sustainable and thriving center of Downtown Denver.

The Development Project Manager will have accountability for managing the schedule, budget, and quality for the Larimer Square project, as well as supporting stakeholder relations. The Project Manager provides leadership through all phases of project execution and serves as the chief liaison between Urban Villages and our strategic partners for design, engineering, permitting, construction, and tenant build-out. The Project Manager will have the responsibilities and duties listed below and will work directly for the Chief Development Officer.

Responsibilities and Functions:

- Identify, vet and recommend architects, contractors and consultants; assist in bidding, negotiations, setting performance standards and contract enforcement
- Coordinate and manage the project team; conduct frequent project meetings and track action items
- Oversee and manage the scheduling of work, change orders, RFIs, etc.; review work in progress to ensure compliance with contracts and obligations
- Interface with municipal planning and approval authorities for permitting, inspections and other reviews and approvals
- Review and process contractor payment applications and lender draw requests
- Maintain project financial model throughout the development process
- Identify questions, issues and risks to be elevated for executive input or decision
- Prepare internal and external reports on project progress
- Promote positive stakeholder relations through proactive outreach, periodic presentations to stakeholder groups and use of good neighbor practices
- Provide construction close-out and warranty support
- Oversee tenant improvement work



- Transition completed project to property management
- Other tasks as necessary to support project development

Position Qualifications and skills:

- 10+ years of real estate development project management, with emphasis on mixed-use or historic adaptive reuse
- Advanced understanding of construction systems and techniques
- Undergraduate degree required; graduate degree (MBA/JD) preferred
- Demonstrated success leading large teams through all phases of project development
- Strong attention to detail and meticulous organizational skills
- Ability to manage and track multiple priorities and schedules to minimize delays and consequences of unexpected events
- Experience to know when to resolve issues independently versus elevating for executive-level decision making
- Strong oral and written communication skills
- Proficiency with project management software and Microsoft Office applications
- Thorough understanding of LEED practices and other sustainable metrics
- Ability to travel as required by the project

Compensation and benefits:

Compensation will be commensurate with skills and experience. Employees may be eligible to participate in benefits packages, which include medical, dental, vision, retirement, paid holidays, flex time off, and public transit pass.

Application Process:

Candidates should send a cover letter, available start date, résumé and salary requirements to careers@urban-villages.com. Qualified candidates will be contacted directly. No phone calls, please.