

Sr. Director for Construction and Planning

The Research Triangle Foundation (“RTF”) is looking for an experienced practitioner to fill a key leadership position in planning and development construction management. This position will lead all aspects of the entitlement, design, and construction processes, including overall project management and budgetary controls with an emphasis on meeting critical milestones.

The Senior Director reports directly to the President and will represent RTF in a professional manner that ensures trust in all dealings with RTF team members, clients, contractors, vendors, and governmental municipalities and agencies. RTF functions as a collaborative, matrixed organization. This individual will partner internally with other members of the team, in particular, the Sr. Director for Real Estate and members of the Financial Services team. The Sr. Director will also hire and supervise a Staff Planner who will administer significant ongoing planning activities required of the Organization, and serve as a liaison with regional and county planning entities related to our 7,000-acre research park and initiatives including regional mobility, recreation and emergency readiness.

LEADERSHIP

- Provide leadership that fosters a work environment that promotes teamwork, performance feedback, recognition, mutual respect, and employee satisfaction; promotes quality hiring, training, and succession planning that encompass RTF’s vision, mission and core values.
- Assimilate data from constituencies within the organization and third parties and consolidate the information to facilitate informed decision making, particularly at strategic points in the development process.
- Oversee the creation and management of project pro forma budgets and schedules, ensure the timely issuance of job cost status reports both for redevelopment, tenant improvements as well as ground-up development.
- Create and maintain relationships with public agencies and other constituents involved in the entitlement process.
- Maintain a high level of ethical standards.
- Identify opportunities for improving overall efficiency and performance.
- Identify, recommend and procure project management software or consulting services to support the work.
- Present regularly to the RTF Board on project progress.
- Develop key strategic business partnerships in the market.
- Strive to find cost savings through procurement, re-design, and project management.

DEVELOPMENT

- Participate in reviewing development opportunities with other team members, overseeing the due diligence and negotiating control of development sites while simultaneously managing and organizing the pre-development process.
- Provide direction in the definition of project program, coordination of preliminary site plans and the identification of entitlement process requirements for potential development opportunities.
- Ensure projects and trends are properly tracked, analyzed, and communicated internally and with project stakeholders.
- Manage technical and contractual issues during the projects.
- Define and identify potential risks to on-time, on-budget project completion in a timely and prescient manner.

CONSTRUCTION

- Responsible for oversight of the estimating of all development led projects, including initial pro forma pricing, various levels of progress drawing pricing, through tracking construction cost to completion.
- Manage various design, construction and maintenance projects in Research Triangle Park (“RTP”) relating to recreation amenities, signage, landscaping, utilities, and other infrastructure
- Contractor Selection and Preconstruction Services: Implement procedures for the selection of qualified contractors and negotiate contracts. Monitor all services to ensure compliance with contracts.
- Construction of the Project: Monitor consultant and contractor progress to ensure compliance with all agreements. Oversee the review and processing of monthly pay requisitions and all change orders.
- Project Close-out: Negotiate and resolve final consultant and contractor contract/project requirements. Ensure final acceptance for the entire project.
- Participate and lead meetings with public and private stakeholders to coordinate and share progress.
- Other tasks as assigned by Leadership.

PLANNING & DESIGN

- In partnership with other key team members, engage in short- and long-range planning initiatives for RTP.

STAFF MANAGEMENT:

- Supervise and mentor the work of the Planner who will be responsible for the following activities:
 - Administer the annual application of Travel Demand Management grant funds. Lead annual application submission for future year grant funds and oversee submission of quarterly reports with RTF finance team.
 - Plan and conduct initiatives related to transportation, infrastructure and recreation in RTP.
 - Represent RTP at meetings for regional planning, transportation, and economic development initiatives (including MPO technical committees, county transit plan committees, etc.)
 - Represent RTP and its companies on regional mobility working groups and committees to enhance and support shared mobility services in RTP.
 - Assist in annual budget planning for the Durham-Wake Counties Research and Production Service District.
 - Administer the activities of the RTP Board of Design and assist applicants in coordinating project submittal and review.
 - Provide staff support for the RTP Owners & Tenants Association and its subcommittees.
 - Prepare and update maps pertaining to RTP and the Research Triangle region.
 - Assist RTF staff with land sale and leasing activity including responses to prospect RFI's, coordination of surveys and other site studies.
 - Conduct research and maintain datasets relating to companies, sites, and investments in the Park, including spatial data.
 - Serve as the in-house expert related to the zoning regulations for RTP in Durham and Wake Counties and monitor proposed changes in regulations which might impact RTP.
 - Help develop other collateral, reports, correspondence, and written materials for project needs.



- Maintain and manage archived documents for the Research Triangle Foundation.

REQUIREMENTS

- Enthusiasm for working in an opportunistic environment with ability to track and evaluate multiple options simultaneously to reach an optimal decision.
- Respect for the value and input of team partners to collaboratively achieve best outcomes.
- Strong ability to simultaneously manage and execute multiple complex projects, interior renovations and minor projects.
- Strong, persuasive communicator with excellent verbal presentation skills and ability to communicate complex design concepts to senior management.
- Extensive knowledge of engineering and architectural practices, project planning and development, capital and expense budget planning, and cost estimating for budgeting of various construction and repair projects.
- Able to read and interpret architectural and engineering construction documents.
- Strong project leadership skills, including the ability to influence, and confidence to have your point of view considered by senior officers within the company.
- Understanding of principles in real estate development and appreciation for its financial, schedule and design imperatives.
- Conduct weekly project status meetings and provide weekly status reports.
- Ability to demonstrate a high degree of flexibility and adaptability.
- Demonstrates great communication skills; both verbal and written.
- Must be willing to travel locally, with occasional away-travel and oversee multiple projects simultaneously.
- Excellent problem-solving skill and the ability to think outside the box and seek out input from other topic experts on the team or externally.
- Demonstrated excellence in business leadership.
- Proven record of leadership, strong verbal and written communications abilities, superior interpersonal and organizational skills, computer proficiency, capacity to multi-task in a fast-paced environment, impeccable integrity and can-do attitude.
- Must be able to implement strong cost controls, can identify potential problems and resolve them in a timely manner, monitor and enforce schedule goals and project quality.
- Able to work in a fast-paced, collaborative team environment.

QUALIFICATIONS

- Bachelor's in Engineering, Engineering Construction Science, Construction Management and/or Architecture from an accredited four-year institution required. Master's preferred.
- Project Management, Construction, Planning or Engineering certifications and/or licenses are preferred.
- Minimum 10 years' experience in planning, managing and coordination of design and construction projects is required.
- Minimum 10 years' experience in directing employees, consultants and/or contractors is required.
- Proficient in Microsoft Office: Outlook, Word, Excel and PowerPoint.
- Familiarity with Adobe Creative Suite.

TO APPLY

Send resume and cover letter to HumanResources@rtp.org.