



Senior Project Manager

Tucson, Arizona

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COMPANIES

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Drive projects---Drive value creation...for our projects and ultimately, for yourself.

Master 4 critical elements of Project Management for large, complex real estate developments—Planning, Entitlement, Design and Construction. Accelerated track to become a real estate developer of large multi-use projects by building a deep skill set within the project management side of the business while integrating with other key functions; including leasing & deal making, marketing, finance & accounting, real estate law and capital markets.

About Bourn Companies, LLC: We are a commercial real estate development company that builds mixed use projects incorporating residential communities, a heavy dose of retail and restaurant space, office buildings, hotels and related uses such as medical, logistics, and entertainment. Rather than simply deliver a collection of buildings, we strive to provide a unique environment that offers a superior lifestyle for our clients and guests. We invest in applications that can uniquely drive a sense of place, such as parks, entertainment, food and technology.

The complexity of these projects requires multi-functional teams that not only have a deep knowledge within their area of expertise, but also the context to understand how their function fits within the “big picture” of each project. We have internal teams focused on marketing, leasing/deal making, project management, design, legal, accounting/finance, property asset management. The cross pollination creates an energetic and dynamic environment that develops a deeper and well-rounded skill set for each of our team members.

Project Management: This team is fully responsible for the planning, entitlement, design and construction of our projects. These projects vary in size and complexity, but are typically large land parcels that require significant due diligence, planning, subdivision, and infrastructure “horizontal” development. The Project Management Team is also responsible for the “vertical” development of the landlord owned buildings across the site, while coordinating with construction teams for non-owned developments. The Project Management Team works within a project team that includes internal leasing/deal making, marketing, conceptual design, accounting and financial underwriting and legal. The Project Management Team leads all pre-development and development activities for each project.

Role: This role is specifically responsible for planning and driving all development activities for assigned projects.

How you’ll spend your time here: This position requires you to be highly organized and structured, yet with an ability to react to ever changing conditions that inevitably occur. Some important aspects of your role in relation to your pre-development and development responsibilities across the 4 elements of development—planning, entitlements, design and construction include:

- **Technical Performance:** Full responsibility for all technical project management activities across entire multi-parcel and building projects.
 - **Product Expertise:** Across 4 elements, become a Product Expert around key products that we produce (retail, restaurants, office, multi-family residential, single family residential, industrial, hotels, entertainment)
 - **Industry Expertise:** Provide relevant industry data, trends and viewpoints that impact the current and future success of our projects.

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- **Functional Process & Methods:** Deeply understand the process and methods necessary to achieve successful outcomes in each element of development.
 - **Development Program Integration:** Integrate the programming requirements of the project team into a design with reliable cost and schedule estimates.
 - **Negotiation:** Negotiate the terms and conditions of agreements with relevant 3rd parties including consultants, contractors, government jurisdictions and clients.
 - **Functional Integration:** work closely with all other project functions to provide them the support necessary for their success and overall project success.
 - **Organization:** Ensure project is properly organized and executed.
 - **Team:** Assemble and manage appropriate team (internal & external) to execute project strategy and plan.
 - **Communication & Reporting:** Ensure consistent and clear communication with key project stakeholders, including team members, client team, important 3rd parties such as government officials, company leadership team.
 - **Measurement:** Map out each project to clearly manage the timing and achieve desired financial outcomes.\ul style="list-style-type: none;"> - **Pro Forma:** Accurately provide cost assumptions and then manage to those assumptions across each phase of development. Perform financial analysis using Excel or other software tools.
 - **Schedule:** Accurately develop and manage to a project schedule across each element of development.
- **Standards:** Manage and execute our business to high standards of quality while proactively managing and mitigating potential risk.
 - **Risk Management:** Assess and manage all aspects of risk across the 4 elements, including 1) adherence to development requirements under legal documents such as leases, zoning agreements, loans, development agreements, vendor/contractor contracts 2) impacts to pro forma and schedule.
 - **Quality Control:** Set and maintain quality requirements across 4 elements, including vendor and contractor deliverables, client satisfaction

Culture: The success of the company has created a large number of great opportunities, which means there is also plenty of opportunity for each team member to contribute (your role is critical to the success of each project). Those contributions are maximized by relying and building on each team member's individual strengths, then integrating the individuals into a cohesive team. We don't build in a lot of excess capacity, so there is not much down time. We are a company motivated for extraordinary success, and expect each team member to have a similar motivation for the company and themselves. Our work hours are meaningful, but not overwhelming, as we work until the particular job is done. While we are deadline driven, we work hard to ensure that important (and not so important) personal events are not missed. Our hope is that our work has a meaningful and positive impact for each employee. We take pride in the accomplishments of our people and their families, as we continue to maintain the culture of a small, close-knit group.

What we are looking for: We want to grow terrific leaders. While a strong design, construction or project management background is important for this leadership position, equally important is a set of fundamental skills and characteristics. We are looking for people who have found a way to be consistently successful in competitive and challenging environments...such as school, sports, and work.

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- **Skills:**

- Superior written and oral communication skills
- Organizational skills to efficiently prioritize activities
- Financial and economic training to:
 - Understand markets
 - Produce and review sophisticated financial spreadsheets and reports
- Leadership and management skills to organize and lead teams
- Relationship skills to cultivate strong and lasting relationships
- Project Management skills to drive complex projects

- **Characteristics:**

- Desire and ability to quickly learn, retain and apply detailed information
- Drive to be highly successful with a work ethic to match
- Uncompromising integrity and ability to gain trust
- Attention to detail with an appreciation for precision
- Open-minded to the possibility of what is possible

You don't need to be the project CEO when you arrive. Still, we expect you to grow into the role with some intense learning and guidance, and then, like any great CEO, help build an accelerating business that provides an unmatched opportunity for professional growth.

To apply for this great opportunity, please send a cover letter and resume to:
careers@bourncompanies.com www.bourncompanies.com