



Position Title : Project Developer

Reports To: Director of Project Development

Classification: Full-Time, Non-Exempt

Position Summary:

Lead facility assessments and develop comprehensive planning documents in close collaboration with school districts. Serve as the primary point of contact during planning and pre-referendum phases while facilitating committee meetings, coordinating with internal SMART and Bond managers, collaborating with outside architectural and engineering partners, and preparing planning reports, budget summaries, and presentations for district leadership.

Key Responsibilities

- Foster a customer service-oriented approach to project development
- Develop and maintain healthy relationships with owner-clients, the design community, trade partners, and legal and financial partners.
- Assist and lead in all aspects of project development, from assessment through the design phase of a project
- Develop a clear project plan with each client to clearly set expectations
- Develop project schedules to meet client and regulatory deadlines
- Develop and lead the facility assessment process in such a manner as to provide the best value to the client and their needs. This includes strategically crafting a project with trade professionals as needed.
- Coordinate with the Operations team, including project managers and Operations Director during planning and development as needed to validate and align construction phase work.
- Develop and lead the facility committee process from beginning to end. Establish clear goals, timelines, and expectations with the owner.
- Provide updates to the Director of Project Development at mutually agreed-upon intervals as to develop multiple project strategies.
- Provide the referendum team with information to successfully message and engage the community with timely and relevant information.
- Coordinate project handoff and kickoff with the Operations team after project funding to ensure all information is clearly communicated for a successful phase change.
- Once a project is funded and reaches the design phase, continue to assist the owner, design team, and construction team in effectively executing the owner's project vision.

Preferred Qualifications

- Proficiency in Microsoft Excel, Bluebeam and other programs related to data gathering, including functions, formulas, and data validation tools.
- Familiarity with RSMeans or other cost estimation databases for lifecycle costing and deficiency pricing.
- Understanding of BOMA standards or equivalent facility condition benchmarking systems.
- Basic knowledge of HVAC, electrical, roofing, and architectural systems in K-12 or commercial buildings.
- Experience reading or interpreting floor plans, site plans, and facility maps.
- Ability to operate handheld field measurement tools (e.g., laser distance meters, moisture meters, thermal cameras).
- Experience working with photo documentation platforms or digital asset catalogs.
- Ability to follow structured templates and standard operating procedures with precision.

- Experience supporting multiple concurrent projects and managing competing priorities.
- Comfort working both independently and in small teams, including remote collaboration.
- Proven track record in data integrity, attention to detail, and QA/QC workflows.
- Experience working in or around occupied school buildings during assessments or renovations.
- Strong written communication skills for field notes, summaries, and deficiency narratives.
- Demonstrated interest in professional growth toward planning, engineering, or construction management roles.
- Ability to travel to district sites, sometimes with short notice and attend school board meetings and planning sessions as needed.

