



Vertical Bridge Job Description

Job Title:	Development Manager	Date:	3/13/20
Department:	Development	Location:	Boca Raton, FL
Reports To:	Project Director	FLSA Status:	Exempt

Summary:

The role of a Development Manager (DM) is to manage sites being developed by our Joint Venture and Developer Partners (JVDPs). Responsibilities include tracking and coordinating all aspects of each site(s). The Development Manager will administer, monitor and summarize the progress of each site by utilizing Vertical Bridge's (VB) internal tracking systems.

Job Functions:

1. Weekly interaction with the assigned Developers to ensure Vertical Bridge is supporting them in the development of new tower sites. Develop and nurture these important relationships by identifying requirements, anticipating and resolving problems.
2. Compile all documentation required to review new sites introduced by the JVDP with Manager. Obtain a CMA and work with supervisor to help in preparation of presentation to the IC Committee.
3. Manage the Notice to Proceed (NTP) Checklists by requesting outstanding items from Developers and vendors. Expected to completely understand all aspects of the NTP checklist such that as site data is received from the Developers; items are reviewed for accuracy prior to entering information into company database(s).
4. Coordinate with VB legal department to ensure all ground leases and surveys provide enough legal protection for the intended use of the real property which includes clear marketable title
5. Coordinate with VB regulatory department to ensure compliance with FAA/FCC and environmental
6. Review and confirm that OTHVR (stacking) dates are correctly forecasted and that all other milestone schedules are being met
7. Review and manage financial budget/milestone payments for each JVDP against IC approved budgets. Review and process all purchase order (as applicable) requests received from JVDP.
8. Maintain and update Site Tracker, Floyd (and any other project tracker) on a continual basis
9. Report and escalate to management any issues as needed
10. Complete performance evaluations, training and coaching of any direct reports
11. Perform other duties as assigned by the Vice President or Project Director

These job functions are representative of tasks accomplished by incumbents. The list is not exhaustive; incumbents perform other job-related tasks.

Supervisory Responsibilities:

Supervise Project Coordinator(s)

Working Conditions and Physical Demands:

Position will work directly from the corporate office with intermittent travel. It is expected that a face to face meeting with each Developer partner is required once per year.

Education and Experience:

1. Bachelor's degree strongly preferred or equivalent combination of education and experience in business or another related field
2. Minimum 5 years of experience preferably in wireless communication, construction, or Real Estate required



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3. Minimum two years of tower experience preferred
4. Expert user of Excel and proficient with other MS Office suite products
5. Excellent client and vendor relationship skills
6. Ability to prioritize, time manage and multi-task with limited supervision and under firm deadlines
7. Effective in an entrepreneurial culture, working independently and as part of a team

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