Job Title: Retail Design & Construction Manager

Employer: JBG Companies

Reports To: ANDREW GRIFFIN

The Retail Design & Construction Manager (“RDM”) shall be responsible for coordinating with the development, leasing and construction teams of JBG to assure the best possible execution of all retail in urban mixed use properties.

Responsibilities include:

- Give input on critical retail design components during conceptual planning for each project including space requirements, loading, ingress, egress, MEP concerns, specific restaurant needs including grease shafts and traps, and other physical criteria as needed
- Manage creation of the lease plan, LOD’s and all iterations
- Draft project appropriate and specific Landlord work letters for leases and revise as needed during negotiations
- Create tenant design criteria zones and subsequent manuals for tenants
- Review and comment on all Landlord signage criteria for retail component
- Develop appropriate budgets for Landlord work to inform leasing and proforma
- Manage the creation of all preliminary and final lease exhibits
- Review and comment on all Landlord design phases (A and E) as to compliance with pre-determined retail criteria and any specific Tenant criteria
- Create and manage tenant coordination status reports to track all efforts from marketing through Tenant opening
- Monitor all Tenant and Landlord lease milestones to assure compliance with lease requirements
- Monitor Tenant permitting and GMP processes as required
- Coordinate with onsite team for Tenant construction team to interface (approve insurance, temporary utilities, construction staging, etc)
- During construction, onsite inspection and coordination as needed for assuring compliance, coordinating phasing with Tenant and Landlord teams
- Provide scheduling and budgeting information to appropriate JBG departments as required

Qualifications:

- 3-5 plus years of tenant coordination and/or project management experience within an architecture, general contracting or retail tenant firm.
- Specific experience with development and redevelopment of retail properties
- Experience with mixed use and multilevel tenant coordination and project management
- Preferred degree in Architecture, Interior Design Civil Engineering or related construction management degree
- Strong written and verbal communication skills are essential
- Strong computer skills (MS Office) particularly MS Project and Excel required
- AutoCAD/SketchUp skills and graphics skills are a plus
- Strong “deal sheet” of retail tenants which have opened with candidate’s help