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# Example of Project Manager, Development Job Description

Our company is hiring for a project manager, development. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for project manager, development

* Provide support to the President, Western Region, as assigned
* Successful management of long-term relationships between Ionis and its partners
* Achieves the Large Projects Organization’s annual sales booking goals through the development and management of project pursuit plans
* Review and evaluate development plans for all new communities existing communities, as required
* Assist with and manage development contracts, proposals and other documents required for vendors regarding development of property
* Liaison between sub-contractors, consultants, governing agencies, utility company’s and other individuals and agencies relating to the land acquisition and development department
* Receive invoices from sub-contractors/vendors and direct them to proper party for approval and payment
* Data entry of development invoices to update development budgets
* Request development bonds when required and monitor their releases with municipalities
* Receive all documents for the department to include documentation for on- going projects and properties under due diligence

## Qualifications for project manager, development

* PMI Certification as a Project Management Professional (PMP) Required
* Experience coaching and mentoring of junior project leaders/managers
* University degree or Engineering degree or equivalent
* Relevant and robust experience within scientific and/or industrial engineering environment
* Chemistry / Industrial chemistry processes knowledge and experience is an asset
* Effective communication, customer focus and learning on the fly