

Real Estate Development Professional

Job Description

Successful candidate is responsible for identifying, researching, analyzing, negotiating lease contracts for, and zoning wireless telecommunications sites.

Responsibilities will include but are not limited to the following:

- Identify candidates for specific land leases based customer technical criteria, owner interest, and jurisdictional Zoning and/or Land Use regulations.
- Negotiate lease acquisitions and lease amendments required for wireless telecommunications installations.
- Oversee specific leasing operations and ensure that assignment and scheduling of related work follows agreed-upon timelines.
- May serve as a point of contact for the community and/or government agencies.
- Oversee completion of Zoning and Permit applications for submittal to jurisdictions and coordinate the zoning process with outside counsel and vendors.
- Work directly with Site Acquisition Manager and/or other site acquisition and construction personnel to provide site acquisition expertise in all aspects of project.
- Quality control, data entry and tracking of Site Candidate Packages, tower lease and amendments and other Site Acquisition documentation.
- Coordinate, schedule and track site visits and technical team visits with various departments.
- Coordinate, order and track title, surveys, environmental reports, structural analysis, regulatory reports, lease exhibits and construction plans and drawings as required.
- Must be able to read and interpret surveys and construction drawings.
- Obtain Landlord approval on Construction Drawings and zoning/permit applications
- Prepare and update site status reports/databases, site close-out packages, and attend client meetings or deployment calls as required.
- Assist Management in tracking and reporting site acquisition self-perform revenue/market credit and preparation of client billing.

Required Experience

Qualifications:

- Knowledge of Real Estate fundamentals required
- Associates Degree or equivalent experience in Real Estate, Civil Engineering, Geography, Land Use & Planning, or Public Relations. Arizona Department of Real Estate Salesperson's License a plus.
- Excellent verbal and written communication skills.
- Public speaking and presentation skills preferred.
- Excellent computer/reporting skills, including a high level of proficiency with MS Excel and other database/project management tracking tools.
- Highly organized and able to multi-task and work effectively with limited supervision with tight deadlines and high volume of projects.
- Highly motivated "self-starter" able to work under aggressive project schedules and fast pace environment.