POSITION:
Associate Development Manager

JOB DESCRIPTION:
Twin Rivers Capital, LLC is an established and successful commercial real estate development and brokerage firm based in Charleston, South Carolina. The company specializes in the development of single-tenant retail projects throughout the Southeast for nationally recognized retailers and has built a reputation for delivering high-quality development opportunities from concept through completion.

We are seeking an experienced, full-time Associate Development Manager to join our growing team. This position offers a unique opportunity to gain hands-on exposure to the entire commercial development process, including site selection, contract negotiation, due diligence, entitlements, municipal approvals, Real Estate Committee package preparation, construction oversight, and client interaction. Unlike many larger firms where responsibilities are highly segmented, this role provides meaningful involvement in every stage of the development lifecycle and is designed to prepare the successful candidate for promotion to Development Manager based on performance and demonstrated capability.

The Associate Development Manager develops and maintains a pipeline of quality development opportunities consistent with the company's criteria and strategic plan while assisting with and overseeing numerous retail development projects.

RESPONSIBILITIES:
- Hands-on project management for free-standing single-tenant retail development projects.
- Develops and maintains a pipeline of quality development opportunities by sourcing and qualifying sites through demographic, zoning, cost, traffic, and market analysis to ensure compliance with client criteria and company objectives.
- Prepares initial site layouts and feasibility reports.
- Works with property owners and brokers to negotiate key business terms and facilitate Letters of Intent (LOI).
- Reviews contracts for accurate representation of agreements, timelines, obligations, easements, entitlements, signage rights, earnest money requirements, and costs.
- Prepares Real Estate Committee (REC) site approval packages for client submittal.
- Researches and identifies potential issues and risks with each site, including zoning, variances, restrictions, and other development challenges, while providing recommendations to the internal team.
- Manages all aspects of the due diligence process, including feasibility studies, geotechnical evaluations, environmental audits, surveys, and other third-party reports.
- Works with consultants, municipal officials, and neighborhood stakeholders to guide projects through the entitlement and development process.
- Manages the real estate process and resolution of contractual issues through closing.
- Coordinates and manages multiple projects, schedules, and deadlines simultaneously.
- Reviews construction budgets, site plans, civil engineering drawings, and building plans while overseeing construction activities to ensure quality execution.
- Establishes and maintains relationships with national retail clients, brokers, engineers, architects, contractors, tenants, municipal officials, and other industry professionals.

- Conducts market research and competitive analysis to identify development opportunities and support site selection efforts.
- Remains current on market trends, economic conditions, governmental processes, and legal considerations impacting commercial development.
- Communicates proactively with the project team by providing regular updates and identifying upcoming deadlines and potential issues.
- Performs additional projects and duties as assigned.

QUALIFICATIONS:

- 2 to 5 years of related experience within the commercial retail real estate industry.
- Experience with AutoCAD and Photoshop or similar design software is a plus.
- Exceptional verbal and written communication skills.
- Advanced proficiency in Microsoft Word, Excel, and PowerPoint.
- Working knowledge of real estate contracts, leases, design, and construction matters.
- Self-starter with excellent problem-solving skills and the ability to work with urgency in both independent and collaborative environments.
- Ability to travel as needed (less than 20%).
- Bachelor's degree in a related field required.
- MBA or Juris Doctor degree is a plus.
- Real estate license is a plus.
- Strong business development mindset with a competitive drive to identify and secure opportunities.
- Ability to perform in a deadline-driven environment while maintaining exceptional attention to detail and prioritization skills.
- Strong negotiation and deal-making abilities.
- Excellent market analysis skills and knowledge of site selection methodology.
- Knowledge of commercial real estate development processes from site assessment through closing.
- Exceptional time management, organizational skills, and ability to leverage technology to improve efficiency.
- Strong customer service orientation, professionalism, integrity, and work ethic.
- Ability to read and interpret construction drawings and development documents.
- Knowledge of construction standards, materials, methods, and operating practices.

BENEFITS:

Paid time off, paid holidays, and health insurance stipend

JOB TYPE:

Full-time, in-person

SCHEDULE:

Monday to Friday, 8:30 AM – 5:30 PM

WORK LOCATION:

Charleston, SC (applicants must reside within the I-526 corridor)