

FRONT LIGHT BUILDING COMPANY

Family of Companies

POSITION: DEVELOPMENT MANAGER

Position Title:	Development Manager
Reports To:	Vice President, Development
Portfolio Scope:	Front Light Commercial and Development
Classification:	Manager Full-Time, Exempt

POSITION SUMMARY

Front Light Building Company—Development is seeking a Development Manager to lead the company's entitlement and permitting function across its Greenwood and Bluffton, South Carolina markets. This is a hands-on management role that blends strategic ownership of the approval process with the operational discipline needed to keep complex development projects on schedule and on budget.

The Development Manager independently manages rezonings, PDD applications, subdivision approvals, and agency permits from initial feasibility through final approval. At the same time, this person is the operational backbone of the development process, tracking timelines, managing consultant teams, coordinating agency submittals, and ensuring nothing falls through the cracks from site acquisition through project closeout.

The ideal candidate has outgrown a coordinator or assistant-level role and is ready to own the entitlement function with minimal oversight. This position reports directly to the Vice President, Development, collaborates with the Chief Revenue Officer and offers a clear path toward a Director of Land Entitlement role as the company's pipeline expands.

CORE RESPONSIBILITIES

Entitlement Leadership

- Independently manage PDD applications, rezonings, conditional use permits, variances, plat approvals, development agreements, and annexations from submission through final approval
- Represent Front Light before Planning Commissions, City and County Councils, and other public bodies; prepare and deliver public hearing presentations
- Develop entitlement strategies and approval timelines for prospective acquisition sites; prepare risk assessments and feasibility summaries for VP of Development review
- Build and maintain productive working relationships with municipal planners, county staff, elected officials, and adjacent property owners in both markets
- Monitor local, state, and federal legislative changes that may affect land use, zoning, or entitlement strategy in South Carolina

Project & Consultant Coordination

- Direct and coordinate the full consultant team — civil engineers, surveyors, land use attorneys, environmental consultants, traffic engineers, and architects — across all active projects
- Maintain and own master project schedules, phase checklists, permit logs, and milestone trackers for all active developments in both markets
- Coordinate pre-application meetings, pre-construction conferences, and utility provider kickoff meetings
- Manage consultant budgets, invoice approvals, and entitlement cost tracking; provide regular status reporting to the VP, Development
- Facilitate document routing for signatures, notarization, and recording with County Register of Deeds and Clerk of Court

Permitting & Regulatory Operations

- Manage all agency submittals and track application status and review timelines with SCDHEC (DES), SCDOT, Army Corps of Engineers, and CPW
- Coordinate public notice requirements — legal ads, sign postings, and mailing lists — and monitor Planning Commission and City/County Council meeting schedules
- Oversee preparation and submittal of NPDES/stormwater permits, SCDOT encroachment permits, and other required technical submittals in coordination with project engineers
- Assist in preparation and review of development agreements, HOA documents, easement instruments, and subdivision bond documents
- Manage filing deadlines for bonds, warranties, maintenance agreements, and regulatory renewals across all active projects

Research & Due Diligence

- Conduct parcel research using County GIS, SC Secretary of State records, FEMA flood mapping tools, and County Comprehensive Plan and zoning maps
- Prepare preliminary land use summaries, site constraint matrices, and entitlement risk assessments for principal review on prospective sites
- Research comparable projects, land sales, zoning precedents, and development activity across the Upstate SC and Lowcountry markets
- Maintain organized digital project files including surveys, permits, agency correspondence, and all recorded documents

KEY PERFORMANCE INDICATORS

- Percentage of key entitlement milestones (rezoning, plats, permits) achieved on or before the approved schedule.
- Percentage of entitlement applications approved (and approved as recommended) without denial or major redesign.
- Actual time from initial submittal to approval compared to the projected entitlement timeline.
- Actual entitlement and consultant costs compared to the approved budget for each project.
- Percentage of permits and entitlement submittals accepted or approved on the first agency review cycle.

- Degree to which early-stage entitlement risks, constraints, and timelines accurately predict final outcomes (measured through post-project review).

QUALIFICATIONS & EXPERIENCE

Required

- Bachelor's degree in urban planning, real estate, civil engineering, business, construction management, or a related field — or equivalent professional experience
- 4–7 years of experience in land entitlement, land use planning, or real estate development, with demonstrated ownership of at least one project through a complete approval process
- Working knowledge of South Carolina's land use and permitting environment, with particular familiarity with Upstate SC (Greenwood-area) or Lowcountry (Beaufort County / Bluffton-area) markets
- Experience coordinating a multi-disciplinary consultant team including engineers, attorneys, and environmental consultants
- Comfort presenting to or appearing before planning commissions, city councils, or county boards — or a clear readiness to do so
- Strong organizational skills and the ability to manage multiple concurrent projects, deadlines, and agency relationships across two markets
- Strong written and verbal communication skills; ability to draft professional correspondence and interface confidently with public officials, agency staff, and consultants
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook) and document management systems

Preferred

- Direct experience with PDD, rezoning, or subdivision approval processes in South Carolina
- Working knowledge of SCDHEC NPDES/stormwater permitting and SCDOT encroachment permits
- Familiarity with Beaufort County, Town of Bluffton, or City of Greenwood entitlement processes
- Experience with County GIS, SC EFA, SCEC, or similar SC-specific platforms
- AICP certification or active pursuit
- Familiarity with construction contract administration or field inspection coordination
- Experience with real estate closings, title review, or deed and plat recording procedures
- SC Notary Public commission or willingness to obtain

CORE COMPETENCIES

<p>Entitlement Strategy Leads the approval process from feasibility through final entitlement, developing jurisdiction-specific strategies that move projects forward efficiently.</p>	<p>Stakeholder Relations Builds productive, trust-based relationships with city and county staff, consultants, elected officials, and community stakeholders.</p>
<p>Regulatory Navigation Knows how to work effectively within municipal and state agency systems — who to call, what to submit, and how to resolve issues before they become delays.</p>	<p>Initiative Identifies gaps and risks before they become problems; surfaces issues to leadership early and arrives with solutions rather than questions.</p>
<p>Process Management Keeps complex, multi-phase development projects on track with clear checklists, milestone tracking, and proactive follow-up across both markets.</p>	<p>Discretion Handles confidential business information, land acquisition strategies, and legal and financial matters with appropriate care and professionalism.</p>

WORKING CONDITIONS

- This position may be based in either Greenwood, SC or Bluffton, SC, with regular travel between both markets as project activity requires.
- Occasional evening availability is required to attend Planning Commission and City or County Council meetings.
- A valid South Carolina driver’s license and reliable transportation are required.
- The role is primarily office-based with frequent site visits to active development projects.
- The Land Entitlement Manager must travel to active development and construction sites and be able to walk long distances over uneven terrain, climb stairs or embankments, and navigate around construction materials and equipment.
- The role requires standing, bending, kneeling, reaching, lifting up to approximately 25 pounds, wearing required personal protective equipment, and working safely in noisy, dusty, and varying weather conditions.
- These physical requirements are essential job functions and may be performed with or without reasonable accommodation in accordance with applicable law.

GROWTH PATH

This role is designed as the primary management position within Front Light’s land development function and offers a direct path to Director of Land Entitlement as the company’s pipeline and geographic footprint grow. Strong performers will take on increasing market scope, team oversight responsibilities, and executive-level entitlement strategy over time.

DISCLAIMER

This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with it. Management reserves the right to revise this job description at any time as business needs require.

This document does not constitute a contract of employment. Employment with the company is on an at-will basis, meaning either the employee or the company may terminate the employment relationship at any time, with or without cause or notice, subject to applicable law.

The company is an Equal Opportunity Employer and is committed to providing a workplace free from discrimination and harassment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by applicable law.

Front Light Building Company is building something exceptional.

The Vice President of Procurement & Architecture will be the procurement engine that powers that vision forward.