



J. Powers RECRUITING, INC.

A member of the Sanford Rose Associates® network of offices.

Presenting on behalf of:

Company Confidential

Brookfield
Residential

Position:

Development Coordinator, Land Operations
Northern California

Prepared by Aaron Mielke

Phone or text: (916) 304-6409 / Email: Aaron@JPowersInc.com

BE HEARD. GET RESULTS.

A member of the Sanford Rose Associates® network of offices.



Development Coordinator - Land Operations

A newly created seat with a growing Northern California land team, real infrastructure work, direct access to veteran leadership, and a clear runway up.

Company Information

For more than 65 years, this organization has been creating exceptional places to live, combining innovative land development with thoughtfully designed homes and master-planned communities. As part of one of the world's leading alternative asset managers, they leverage deep expertise, creativity, and a commitment to sustainability to shape vibrant communities from coast to coast.

They build homes in 14 states, with a rapidly growing Northern California division covering markets from Morgan Hill to Roseville and west to Rohnert Park and Marin. Sacramento-area communities range from 300–500-unit master-planned neighborhoods to dynamic urban infill projects, giving their team exposure to the full spectrum of residential land development.

They Value and Appreciate their Employees/Benefits and Features

At this organization, employees are viewed as a key driver of the company's long-term success. The organization fosters a collaborative, innovative, and people-focused culture that encourages professional growth, recognizes individual contributions, and supports employees in building rewarding careers. Team members have opportunities to make a meaningful impact while working on projects that shape thriving communities across North America.

Why Join Our Organization?

Real Career Trajectory

The path is built in: Development Coordinator → Associate Development Manager → Development Manager. Past interns in this team are now Development Managers. This is a launching pad, not a landing spot.

Plenty of work - Serious Job Security

The Northern California division is growing aggressively. There's no shortage of projects, and no shortage of opportunities to learn and advance. Your work will be visible.

Mentorship from the Best

You'll work directly alongside a Director who came from a heavy civil contractor, and a VP with 20+ years in the industry. They are patient, knowledgeable, and genuinely enjoy developing their team.

Bonus That Actually Pays Out

Target of 10% to 120% of salary, and it's based on your personal objectives, not the real estate market. It has paid out at 100% of target for the last 3 years.

Scale That Matters

Part of a global organization managing hundreds of billions in assets, with the culture of a tight-knit regional team. You get the stability and resources of a major platform with the feeling of a collaborative, accessible team.

Culture That Walks the Talk

North American recognition platform. Values and benefits driven. An in-office culture that's genuinely engaging, not just a tagline on a website.



Your Role with the Company

As the **Development Coordinator - Land Operations**, you are the connective tissue of the land development process, coordinating between contractors, consultants, municipal agencies, utility providers, and the internal team to keep projects moving from raw ground to finished lots.

This is a 60/40 office/field split role based in a Northern California office. Here's what your days will look like:

- Draft, coordinate, and administer land development contracts, change orders, and addendums for consulting and construction agreements.
- Lead the bid process end-to-end: prepare and issue Requests for Qualifications (RFQs) and Invitations for Bids (IFBs), collect and spread bids, and support award recommendations.
- Read and interpret civil plan sets; perform quantity take-offs to support budgeting and procurement.
- Maintain project budgets, track costs and cash flow, support forecasting and annual business planning.
- Coordinate with municipalities, utility providers, and agencies to secure permits, approvals, and project deliverables.
- Support CFD and non-CFD reimbursement processes; manage contract files and project documentation in Workday and other platforms.
- Assist with project closeout, including turnover documentation for cities, HOAs, and homebuilders.
- Manage field coordination help track schedule milestones, change events, and contractor performance on active civil infrastructure scopes.

Community Information – Northern, CA

This Northern California city is one of the Bay Area's most desirable places to work and live, and for good reason.

✓ 🏫 Top-Ranked Schools — SRVUSD is among CA's best	✓ 🌳 60+ Parks, trails, open space & outdoor recreation
✓ 🍽️ City Center Bishop Ranch — dining, shopping, events	✓ 🏠 Safe, family-oriented community with low crime
✓ 📍 Central East Bay location with major employer base	✓ 🚗 Easy access to 680 corridor and regional tech hubs

Background Profile – Who We’re Looking For:

This role is built for someone early in their career who has some field experience in civil infrastructure or land development, and is ready to step into a role where they'll grow fast under experienced leadership.

THE TOP 6 Criteria:

1. One to five years of civil infrastructure experience: Grading, paving, sewer, storm drain, concrete flatwork, pump stations, joint electrical packages.
2. Construction Management degree preferred; Civil Engineering degree also considered. Field exposure from internships counts.
3. Experience from a homebuilder, residential land developer, or heavy civil firm.
4. Willingness to be in this Northern California office or on project sites 5 days a week.
5. Understanding of land development process for homebuilders (grading pads, infrastructure, lot delivery).
6. Hands-on experience with contracts, change orders, or bid processes.

Skills & Keywords:

✓ Construction contract administration	✓ Bid preparation & award (IFBs / RFQs)
✓ Change orders & cost control	✓ Scheduling & milestone tracking
✓ Quantity take-offs & plan reading	✓ Permit coordination & agency submittals
✓ Budget tracking & cash flow	✓ Document management & project closeout



Compensation & Benefits Overview:

 Base Salary	Very competitive and based on experience
 Annual Bonus	Target of 10% to 120% of salary, performance-based, personal objectives driven (not market-based). Has paid 100% over the last 3 years.
 Health Benefits	Comprehensive medical, dental, and vision coverage
 Retirement	401(k) with company contributions
 Time Off	Paid vacation, holidays, and wellness programs
 Development	Professional development resources and career advancement pathways
 Work Style	In-office / on-site 5 days/week — Northern CA headquarters

Ready to grow your career in land development?

This is a career move — not just a job. - build something with a team that will actually invest in you, let's talk.

Aaron Mielke | J Powers Recruiting, Inc.

 (916) 304-6409  aaron@jpowersinc.com

This company is an Equal Opportunity Employer, including individuals with disabilities and veterans.

