



LedgeStone Development Group Opportunity
Project Development Coordinator

1. Overall support function to the development group, which includes Development Project Managers and Associates
2. Provide support function to senior leadership in the development group, which may include meeting coordination/document prep, policy & procedures, etc. (Some information to be confidential)
3. **Maintains project list of contracts required for design professionals, completes the professional services contracts and tracks execution in Docusign**
4. **Supports Development Project Manager with monthly professional service billings**
5. Maintains Master Document Folder on SharePoint meant for use by LDG members
6. Sole responsibility of new document initiatives for use by LDG members
7. Set-up master job folder system when projects in pursuit phase and audit project files for correct use
8. Complete pursuit/decision budgets including back up documentation thru Docusign
9. Month end owner draw packages & distribution
10. Maintain online account with local jurisdiction permitting department and assist accounting with invoices & permit status