

POSITION PROFILE

Construction Project Manager

Tysons Corner, VA (Greater DMV)

Company	Rappaport Management Company (rappaportco.com)
Title	Construction Project Manager
Reports To	Senior Vice President of Development and Construction
Indirect Reports	Department Administrator
Location	Tysons Corner, VA — Greater DMV; Not eligible for remote work.
Portfolio	~75 grocery-anchored shopping centers • 11MM SF • \$4.2B AUM
Systems	ProCore • BlueBeam • Microsoft Project

About Rappaport

For more than 40 years, Rappaport has been a leading D.C. Metro retail real estate platform. Privately held and owner-operated, the firm focuses on grocery-anchored shopping centers across D.C., Maryland, and Virginia while also providing market-leading advisory services to third-party clients.

Rappaport manages and leases approximately 75 grocery-anchored shopping centers totaling roughly 11 million square feet and \$4.2 billion in assets under management. Its vertically integrated platform spans property management, leasing, construction and development management, marketing, investment advisory, and private equity investments, creating an entrepreneurial environment that requires both operational rigor and strategic agility.

Rappaport is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability or genetics, veteran status or any other legally protected status under local, state, or federal law. Employment at Rappaport is at-will.

The Opportunity

Rappaport is currently seeking a Construction Project Manager who has experience in Shopping Center retail tenant coordination, construction management, capital improvement budgetary oversight, and zoning-related processing and approvals. This position will work between tenants and leasing agents to facilitate Owner obligations to incoming retail tenants. This position oversees and manages assigned development projects, tenant buildouts, and shopping center improvements/renovations. Level of responsibility may vary by project complexity and department workloads and may be required to jointly manage projects with other department personnel.

The Construction Project Manager position reports to the Senior Vice President of Development and Construction and works closely with Senior Project Manager, Project Manager, and department administrator.

Key Responsibilities

- Oversee the construction process end-to-end, from supporting the leasing team on construction-related lease negotiations through delivery of space, including oversight of the design team, consultants, vendors, and general contractors.
- Coordinate with local municipalities to obtain necessary permits and approvals.
- Review tenant plans; prepare tenant allowance payment packages (including lien release documentation) and manage general tenant correspondence/coordination.
- Prepare construction budgets, establishing hard and soft costs for project proformas and property-level bank loan draw requests.
- Prepare contracts and track costs, including invoices, change orders, and budget variances.
- Schedule site meetings and maintain status reports for owners, the design team, the management company, and tenants.
- Create, track, and update construction critical path schedules.

Qualifications & Experience

Required

- Undergraduate degree in Engineering, Construction Management, or a related field, or equivalent combination of education and experience.
- 5+ years of construction experience; commercial real estate (retail) or shopping center exposure a plus.
- Project management experience, with proficiency in ProCore and the ability to read and comprehend construction drawings.
- Working knowledge of general construction procedures, contract negotiation, and construction finance/budgeting.
- Proficiency with Microsoft Project or SmartSheet (or comparable Gantt charting software), Microsoft Office Suite, AutoCAD, and BlueBeam.
- Strong business writing and professional communication skills, with high professional integrity and discretion on construction-related matters.
- Self-directed, with strong prioritization and problem-solving skills — able to manage competing deadlines, keep stakeholders informed proactively, and work independently with minimal oversight.

Preferred

- Grocery-anchored retail real estate knowledge.
- Understanding of permitting process in counties/jurisdictions surrounding the Washington DC Metro area.
- Knowledge of and ability to work through zoning, land use, and environmental issues.
- Ability to speak Spanish.

Compensation & Career Path

Rappaport offers competitive compensation, performance-based bonus opportunity, and comprehensive benefits commensurate with the scope and seniority of the role.

This role carries a clear path to Senior Project Manager, offering significant visibility, responsibility, and long-term career upside via property-level equity participation within a market-leading real estate platform.

About This Search

This search is confidential, and all inquiries and applications will be handled with discretion. Qualified candidates are encouraged to apply with a resume and brief cover letter outlining relevant experience and interest in the opportunity.