



Position Description

Position: Development Manager
Department: Development
Reports to: Vice President, Development

Position Classification:

- Exempt (Salary) Full Time
 Non-exempt (hourly) Part Time
-

PRIMARY OBJECTIVES

The Development Manager actively participates in all areas of the real estate development process including acquisitions, feasibility studies, financial analysis and forecasts, conceptual site planning and design, municipal permitting and approvals, and project management.

Furthermore, the Development Manager facilitates strong relationships with municipal authorities and is instrumental in facilitating projects from acquisition through rezoning and to final approval. As a result, the primary objectives of this position are:

1. To acquire great development sites at fair prices;
 2. To successfully rezone development sites in an efficient and timely manner; and,
 3. To ensure the financial outcome of development projects are realized to their full potential.
-

ESSENTIAL RESPONSIBILITIES

Acquisitions

- Source potential development sites (through realtors, referrals, or direct contact with property owners)
- Conduct site due diligence and complete development feasibility studies (site valuation, holding income potential, zoning bylaws, Official Community Plans, Local Area/Neighbourhood Plans, land use strategies)
- Coordinate with internal team members as well as external consultants (i.e. lawyers, architects, surveyors, geotechnical, environmental, realtors, appraisers, etc.)
- Maintain contact with vendors (property owners)
- Maintain relationships with local real estate agents and brokers
- Obtain, prepare, and/or review legal documents (i.e. Letters of Interest, Contracts of Purchase and Sale, etc.)
- Ensure properties under contract are proceeding according to schedule (i.e. subject conditions outlined within Contract of Purchase and Sale, rezoning timelines)

Development

- Draft and submit Requests for Proposals (RFPs) (i.e. architect, landscape architect, civil consultant, interior designer, etc.)

- Facilitate all Rezoning, Subdivision, Development Variance Permit, and Development Permit Applications as it pertains to development projects
- Maintain communication with all municipal authorities and public stakeholders (i.e. city planners, council members, neighbourhood/community associations, community organizations, residential and commercial neighbours)
- Liaise with municipal authorities and community stakeholders to mitigate political and public liabilities
- Prepare and/or review all correspondence to be sent to municipal authorities and public stakeholders
- Act as primary contact for all city correspondence pertaining to development projects
- Work closely with the construction department to ensure projects are proceeding on time and on budget, are being built as per the approved Development Permit drawings, and are being completed to meet the high quality standards Abstract is known for
- Conduct project management duties including but not limited to budgeting (development pro formas), project timelines and schedule, site inspections to ensure projects are being built according to approved drawings, contract review and management, and project administration functions
- Ensure all applications (rezoning, DVP, DP, etc.) are being processed and are proceeding according to schedule
- Review/coordinate Disclosure Statements and subsequent amendments, Strata Plans, Strata Budgets, etc.
- Manage all leads for potential commercial/retail tenants and resulting negotiations while coordinating all necessary documentation with property manager (i.e. Offers to Lease, Lease Agreements, etc.)
- Coordinate, on an as needed basis, all information and documentation relating to project financing while working closely with the CFO

Additional

- Maintain knowledge of local market (residential and commercial) and overall economic environment
- Maintain strong communication with internal team members (i.e. construction, marketing, sales, finance)

QUALIFICATIONS, SKILLS, AND ATTRIBUTES

Experience

- Three to five years' experience in real estate development or related industry experience

Education

- A post-secondary degree, preferably in Commerce, Finance, Real Estate, or related field
- Good knowledge and understanding of real estate development processes, transactions, planning, and finance

Skills and Attributes

- Ability to meet multiple deadlines and work in a fast paced environment
- Good knowledge of various software applications, including Excel, Word, Outlook, and Project
- Excellent communication, organizational, and analytical skills with great attention to detail
- Self-starter with demonstrated ability to work effectively in a team as well as individually
- Intrinsically motivated and driven with a passion for real estate development

Limitations & Disclaimer: *The above position description is meant to describe the general nature and level of work to be performed by the individual in the position. It is not intended to be construed as an exhaustive list of all knowledge, skills, abilities, responsibilities, duties, physical job demands, and working conditions associated with the position.*