



## **DEVELOPMENT DIRECTOR**

**Reports to:** CEO

**Location:** Victoria, BC

### **Position Summary**

To provide leadership and ensure the accurate management and execution of a high-rise residential condominium project by working closely with the CEO and the Owners' Executive Committee.

This position has cost, schedule and quality control responsibilities including project delivery, document management & site control, scope of work change management, cost forecasting & risk analysis, cost & schedule integration and project reporting.

### **Primary Responsibilities:**

- Effectively lead the implementation and execution of the strategic goals/objectives of the project.
- Effectively lead and manage the development process with all team members (Ownership Team, Sales & Marketing Team, Consultants and Construction Contractors).
- Monitor and recommend the project budget and schedule for approval and prudently manage the execution of the project within those budget and schedule guidelines according to the Owners' program, the current laws and regulations.
- Ensure efficient & effective designs, consultant contracts, entitlements, permitting, tendering and construction processes, all in light of the budget and schedule presented and approved by the Owners.
- Ensure coordination with the approved procurement (purchasing) team.
- Continually explore and communicate opportunities to:
  - a. Deliver a better end product (both functionally and from a quality-perspective).
  - b. Deliver the project on a shorter schedule (while maintaining quality).
  - c. Reduce the project budget (while maintaining quality).

**Major Deliverables:**

- Regular reporting to the CEO and the Owners' Executive Committee on the major milestones associated with the Project.
- A carefully fostered relationship with the various Owners' stakeholders.
- The issuance of Requests for Proposal ("RFP") including design briefs and descriptions of the mandates for consulting services (i.e.: interior designers, architects and engineers). Manage the RFP tender process and provide recommendations to the CEO and the Owners' Executive Committee.
- Lead design reviews with Consultants and Owners' representatives.
- Manage the review & approval process for proposed capital expenses, including Authorization for Expenditure ("AFE"), ensuring that projects and expenditures only proceed after receiving complete approval.
- Oversee and ensure productive coordination with the Consultant's team and the Procurement (purchasing) team.
- Prepare and review major contracts and invoices for approval and compliance to policy.
- Track budgets and schedules proactively. Identify variances, developing action plans to address them and provide periodic reporting.
- Prepare cash flow forecasts, accrual estimates and reporting budgets & project status updates to Ownership.
- Conform to administrative processes and rules of conduct to achieve effective results and cost competitive implementation of capital expenses.
- Oversee, with the support of consultants, the risk management issues related to public safety and the protection of the asset.

**Required Experience & Skills**

- A minimum of 10 years experience managing a variety of successful residential development projects on time and within budget in the region.



- A comprehensive understanding of market analysis, development feasibility analysis, proforma cash flow, development management, approvals processes, and construction through to customer care.
- A focused individual who is skilled at contract negotiations, managing consultants and the approvals process, as well as proforma and costing analysis.
- Specific experience with resort developments would be an asset. Core strengths in resort residential, hotel, commercial and/or retail development would be a strong asset.
- University/college degree and/or training in architecture, engineering, land planning, or related field.
- Ensures decisions are made in a timely matter with input from team and stakeholders.
- Proven ability to coach and mentor individuals to do their best and guide their career plans.
- Effectively resolve conflict with variety of stakeholders in a manner that is consistent with our core values and ensures strong working relationships in the future.
- Proven success and passion for building and sustaining strong relationships with team members, partners, consultants, community stakeholders and government authorities.
- Ability to formally present and explain detailed project plans to stakeholders.

**How to Apply:**

Interested individuals should submit their resume to Christina Baxter @ [cbaxter@360pacifica.com](mailto:cbaxter@360pacifica.com) by January 8th, 2021.

If you require clarification regarding this position, please feel free to email Christina Baxter at [cbaxter@360pacifica.com](mailto:cbaxter@360pacifica.com)