

Development Manager

Location:

Vancouver, British Columbia, CA, V5Y 1V4

Summary

Reporting to the Real Estate Director, the Development Manager is responsible for leading or supporting the development activities of 2-3 active projects along with managing some development work related to due diligence for numerous acquisition opportunities. The Development Manager is active across all facets of the development spectrum, including project planning, acquisition and procurement, financial analysis, structuring and legal negotiations, financing, oversight of design, entitlement and construction, managing stakeholder relationships, and project monetization. The incumbent is proficient with the technical, leadership, and communication skills required to manage a project with guidance and support.

Essential Functions

Project Planning

Assist with the creation and assessment of the front-end schematics of a project prior to acquisition.

Coordinate land-use review, due diligence, and form of project analysis.

Acquisition and Procurement

Lead due diligence investigations into acquisition opportunities.

Assist with the preparation of presentations for Board meetings.

Support with the preparation of RFQ and RFP responses.

Structuring and Legal

Demonstrate moderate understanding of legal contract terminology, structure, and terms and conditions.

Apply knowledge of risk management techniques and risk management skills as they relate to contracts.

Contribute to the creation and / or review process for new contracts.

Assist in structuring the key financial and legal components of new deals, coordinating with, and directing external legal advisory as necessary.

Assist with managing compliance of contractual terms and conditions (contract management and administration) through to project close-out.

Financing

Demonstrate a moderate level of overall financial literacy.

Support the determination of financing requirements, considering numerous variables and appropriately calibrating financial models.

Assist with preparation of financing materials for accessing the equity or debt capital markets, including offering memorandums, bank presentations, and loan documents.

Assist with budget performance reviews for hard and soft costs, working with internal accounting staff to process payments and prepare internal project reports.

Governance and Reporting

Ensure compliance with all internal controls.

Provide content for financial and investment presentations used to obtain Board approval.

Assist with financial reporting and analysis on the project portfolio.

Design and Entitlement

Move projects through the entitlement process, with regular input and guidance from the Associate Director

Manage all or a portion of the consulting teams through the process.

Demonstrate a strong understanding of how the design, market, and project budget are interrelated.

Implement the market design strategy with guidance from the associate director as required.

Stakeholder and Industry Relationships

Support internal and external relationships, including public and private sector clients, joint-venture partners, brokers and landowners, financing partners, key specialist subcontractors, and other stakeholders.

Participate in industry, client, and community relations to enhance and promote Gracorp.

Key Success Factors and Capabilities

Leadership

Build a strong, high-performing team with a high level of accountability.

Represent the goals, values, and culture of Graham.

Display leadership in ethical standards and integrity.

Serve as a role model of appropriate leadership behavior.

Help lead broad-based teams, guide direct and non-direct reports, and deliver value to the business through others.

Show ability to lead multiple projects at differing stages of development.

Lead multiple projects / tasks.

Face challenges, solve problems, and motivate others.

Business Acumen

Help to identify new business opportunities.

Demonstrate a growing understanding and acumen regarding regional market realities, restrictions, competition, and opportunity.

Demonstrate strong decision-making ability and judgement within a flexible authority matrix.

Demonstrate good relationship-management skill and a growing finesse in front of a client.

Regularly and competently present information / reports to senior business unit leaders and owners.

Actively develop influencing and sales communication skills.

Connect with People

Establish and maintain collaborative relationships externally and internally, including corporate AoEs.

Demonstrate strong stakeholder engagement skills.

Demonstrate ability to report effectively to business unit leaders.

Demonstrate good active listening skills and encourage feedback from others.

Education, Experience and Knowledge

A post-secondary degree is required; an MBA or education in project management, real estate, engineering, law, or finance is of benefit.

2-4 years of relevant and progressive real estate development experience.

2+ years of experience helping manage consulting teams.

Proficiency with MS Office Suite, specifically Excel.

Working Conditions

Most of the work is completed in the office, however regular travel may be required.

The incumbent may need to relocate to other geographic office/site work locations, if necessary.

To apply:

<https://jobs.construction-benefits.com/Graham/job/Vancouver-Development-Manager-Brit-V5Y-1V4/749289100/>