



Job Description

Position: **Development Manager, Vancouver, BC**
Date: July 2018

Ledingham McAllister is a leading entrepreneurial and well established real estate development company. Our company has over 110 year history of successful building and construction in British Columbia. Commitment, integrity and performance are hallmarks of our company having recently completed various master planned communities such as Waterscapes, Brentwood Gate, Silhouette and coming soon, Southgate City. In addition to our master planned communities, we are in the construction and planning stage of in excess of 20 projects encompassing commercial, mix use and residential projects, with potential build out of over 16,000 residential units and 2 million square feet of commercial space.

The following are a list of responsibilities that a **Development Manager** will be expected to perform on our growing team.

Reporting to the Senior Vice President of Development, this proven results oriented, detailed, meticulous individual with exceptional organizational skills will oversee a wide range of multi-use developments, including commercial and particularly multi-family communities in the Lower Mainland.

The **Development Manager** shall develop and improve upon skills and experience in the following areas including but not limited to:

- Ability to collaborate in a team environment to implement development and construction schedule and plans in accordance to project requirements;
- Thorough understanding of local municipal planning and development guidelines and policies; prepare and secure all regulatory approvals, including development and building permits as required;
- Strong understanding of urban design;
- Prepare development proformas and feasibility analyses;
- Review and monitor architectural and engineering plans, requests for information, construction budgets and scheduling; prepare minutes;
- Assist and facilitate and coordinate project consultants, trades and construction managers through the entire project life cycle; improve project flow;
- Utilize exceptional interpersonal and communication skills to foster excellent relationships with consultants, municipal staff, the public and other interest groups; develop excellent written & oral communication skills;
- Utilize related post-secondary or post graduate degree in urban planning, real estate development, architecture and/or civil engineering;

- Computer skills are a must;
- Prepare Consultant budgets and retaining letters for SVP approval;
- Assist in Land Acquisitions by reviewing competitor product and instream development applications; Assist in cash flow projections, appraisals, etc.;
- Create and monitor visions statements and project programs (specifications, unit types/sizes/quantities, amenities, etc.);
- Prepare and review disclosure statements and addendums, purchase and sale agreements, and other legal documentation critical to the sales program;
- Coordinate design and completion of sales centre design and construction;
- Assist in job close-out, post mortems, strata concerns and warrantee issues;
- Review leasing agreements;
- Always act in the best interests of the company and abide by all company policy at all times - this includes maintaining strict confidentiality, protection of data and all company information and intellectual property.

The ideal candidate will have at least 5 years experience within the Vancouver real estate industry, managing high rise and wood frame projects through the development cycle.

To explore this exciting opportunity further, individuals meeting the above-mentioned criteria are encouraged to submit his or her resume with cover letter to stevejed@ledmac.com. Please include "Development Manager" in the subject line of your email. While we thank all candidates for their interest, only select individuals will be contacted. No phone calls, please.