



**Mosaic Homes
Development Manager
Langley, BC**

Overview

MOSAIC is driven by a simple purpose: the thoughtful and urbane densification of cities. We currently focus on building the best apartments and townhomes throughout Greater Vancouver. But the real story is found in the homes we build. It's about adding value using great design — value that endures for years after you move in.

Reporting to the Senior Vice President, the Development Manager is responsible for executing the development management to an assigned number of specific projects. This role is directly accountable for the success of the projects' municipal approvals, design and profitability. They will be responsible for all aspects of a project's development management, including:

Responsibilities:

Municipal Liaison

- General municipal government liaison, including building and maintaining relationships with senior municipal staff in municipalities the Company is active.
- Maintaining a thorough knowledge of planning initiatives in specific areas, as assigned, in Lower Mainland municipalities and informing Senior VP of any major or significant policy changes.

Product and Approvals

- Completing the site feasibility analysis and due diligence on lands prior to subject removal of an interim purchase agreement for delivery to the Senior VP.
- Ongoing development management of specific projects, as assigned.
- Providing material and documentation for and obtaining all required internal approvals in a timely matter.
- Responsible for reporting on product development and on-going monitoring of the quality of design of all projects, including site plan, unit mix, unit plans, exterior architecture, and interior design.
- Overall accountability for maintaining development schedules in order to achieve timely municipal approvals. Occasionally, when a challenging approval process is present, the Senior VP will assist in this process.
- Preparing consultant budgets, municipal fee budgets, and off-site civil servicing scopes and due diligence cost estimates for approval.
- Proposal of key consultants for all projects.
- Ensuring execution of construction details in the field meet Mosaic's high standard of expectation.

Inter-Group Liaison

- Managing the commissioning of appraisal reports required by the Finance Group for project financing.
- Ensuring pre-construction activities with the Construction and Marketing Groups are executed on.
- Reviewing and Construction Estimates with Construction, Development and the President as required.

General

- Communicating and setting expectations of performance and conducting annual colleague reviews.
- Active participation with other Development team members in maintaining and refining systems and procedures utilized to manage the Company's development management activities.
- Approval of invoices and purchase orders and responsibility for ensuring budgets are reported and updated accurately in a timely manner.
- Maintaining thorough knowledge of all markets in which the Company is active with a clear understanding of projects marketing and projects under approval.

Requirements:

- Minimum of 5 years' experience in a development management role with a residential developer including prior experience with multi-family wood-frame projects
- A feel for good design and the ability to provide creative teams with the input, direction and inspiration they need to develop new and exciting projects
- The organization, drive and skill required to take an active role in every step of the design process.
- Prior project management experience and the ability to supervise a project from conception to construction
- Experience navigating multi-family development projects through the approvals process would be beneficial
- An understanding of residential construction and a focus on detail
- A degree in architecture is preferred

Above all, we're looking for someone who works hard and genuinely cares about their job, their co-workers, and the people who buy the homes we build. Interested? To apply, please send your resume (word format) to Alex Jameson or Ryan Proctor at executive@matchboxhr.com