



Job Description

Position: **Development Manager**

Date: October 2017

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 Village. 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.

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;
- 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;
- Prepare and secure all regulatory approvals, including development and building permits as required;
- Utilize related post-secondary or post graduate degree in urban planning, real estate development, architecture and/or civil engineering;

- Develop excellent written and oral communication skills and computer skills are a must;
- Prepare Consultant budgets and retaining letters for SVP approval;
- Assist in cash flow projections, appraisals, etc;
- Assist in Land Acquisitions by reviewing competitor product and instream development applications;
- 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.