

## Job Description: *Development Manager*

**Summary:** The *Development Manager* will be responsible for managing the development of existing Altire real estate projects. This position is ideal for someone who has Project Management experience in Construction, looking to step into a role of Development Management in Real Estate Development. The *Development Manager* will report directly to the *Development Director* who oversees all of the Altire real estate existing and potential projects. Successful project execution of Altire projects on time and on budget will be the responsibility of this *Development Manager* position.

**Knowledge, Skills and Experience Requirements:** The *Development Manager* will have an academic and/or applied background that includes the following:

- A minimum Bachelor of Commerce, Masters of Business Administration or equivalent supplemented by training in building sciences, construction, architecture, civil engineering and/or urban planning preferred
- Preferable, at least 5 years of experience in the real estate industry completing a number of successful real estate development projects on time and within budget
- 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
- A disciplined individual with a reputation as a team player and collaborator who knows how to get things done on time and within budget
- A creative problem-solver who knows when to act independently yet consults the senior management team when necessary and well in advance of crisis situations with foresight and integrity

### Responsibilities:

- Completing a comprehensive detailed analysis of current projects
- Prepare budgeting for Development Projects
- Completing development of a standard bi-weekly, monthly, quarterly project report for each project
- Completing development projects from acquisition through approvals, construction and customer care on time and on budget
- Completing summary reports of each project for corporate reporting with two audiences in mind:
  - External investors monthly and/or quarterly reports (to be determined)
  - Internal corporate reporting on a bi-weekly or monthly basis (to be determined) to connect the detailed project management with corporate consolidated reporting

**Reporting:** The *Development Manager* will report directly to the *Development Director*. The *Development Manager* will also work closely with the *Director of Special Projects*, *Director of Acquisitions*, *Director of Communications* and the *Director of Finance*, to obtain current information and support them further in providing current and projected market/development information in a timely manner.

**Performance Evaluation:** The *Development Manager* will complete the following:

- Project execution on time and on budget from inception through development approvals, construction, and customer care

- Periodic reports for the *Development Manager* in a pre-determined format that fits the existing or prospective projects (there may be more than one format depending on audience and land use)
- Effective team work and problem-solving that connects project management with corporate reporting and communications

**Position Performance and Evaluation:** The position compensation and evaluation will be completed on an annual basis with quarterly performance reviews.

**To apply please email:** [careers@altureproperties.com](mailto:careers@altureproperties.com)