

## DEVELOPMENT MANAGER

**District Group** is a leading edge real estate investment, development and asset management company passionate about building exceptional projects that energize neighbourhoods and realize timeless design. Based in Vancouver, BC, District is actively pursuing mixed use projects focused on purpose-built rental residential in BC, Alberta and the western US. We are dedicated to building a diverse collection of high quality assets and developing them to their full potential, adding value for our capital partners, tenants and homeowners.

### The Role

Reporting directly to the President and Executive Vice President, the Development Manager is the epitome of project management, communication and professionalism. The ideal candidate is a dynamic individual who operates with the utmost integrity and intentionality in everything he/she does. The person in this position will work closely with the Development team on key actions related to District's real estate development portfolio. With multiple projects at various stages of development from due diligence through to construction you will be an integral part of the development process. He/she must be exceptionally organized, detail oriented and take initiative in moving actions forward. He/she should thrive in a fast paced, team oriented, entrepreneurial environment and be able to expertly complete multiple assignments and maneuver through changing priorities effectively and efficiently with minimal supervision.

### Key Responsibilities

The Development Manager will be responsible for, but not limited to, the following:

- Supporting the Development team across the portfolio of projects throughout all stages of the real estate development process
- Gathering information and assessing opportunities during the due diligence phase
- Preparing zoning, subdivision, development and building permit applications and negotiations for land/zoning approvals with local approving authorities
- Coordinating and participating in the public consultation process and its' related events
- Tracking project advancement and monitoring key deadlines
- Coordinating RFP processes
- Managing project consultant teams
- Managing project budgets and cashflows
- Liaising with municipalities and other related stakeholders
- Preparing meeting materials and organizing/filing pertinent project files
- Working closely with accounting, legal and insurance divisions
- Writing letters, reports and correspondence

### Skills & Experience

- Have a minimum of 2 – 5 years' experience in real estate development or brokerage, or construction project management
- Have a post-secondary degree or college diploma in Real Estate, Business Administration,

# DISTRICT

T 604.322.5762 200-8809 Heather Street  
Vancouver BC V6P 3T1  
[districtgroup.ca](http://districtgroup.ca)

- Architecture, Planning, Urban Land Economics, Economics or other relevant field, or an equivalent combination of education, training and experience
- Possess advanced Microsoft Office Suite skills with proficiency in Excel
  - Have experience in reviewing and understanding engineering and architectural drawings/plans
  - Possess knowledge of real estate property legal principles
  - Are a self-defined project manager with demonstrated project success
  - Demonstrate strong communication skills — both written and verbal — handling every interaction with respect and professionalism
  - Are a people person committed to fostering connections in every interaction
  - Are a team player who thrives on collaboration and building relationships
  - Demonstrate strong analytical and problem-solving skills, along with the ability to exercise good judgment
  - Have exemplary organizational and multi-tasking skills, with the ability to work in a fast-paced environment
  - Exhibit extraordinary time management skills, functioning with a strong understanding of task precedence, anticipating needs and streamlining processes
  - Embody flexibility and composure to accommodate last minute changes and unplanned requests as they arise
  - Demonstrates initiative and a proactive approach
  - Have excellent negotiation skills and established results
  - Operate with a high level of confidentiality and diplomacy
  - Possess a keen interest in real estate and the development business
  - An understanding of project proformas an asset

## What We Offer

This is a permanent, full-time, salaried position with a team of ambitious individuals that possess a sharp eye for opportunities and are committed to moving through business with integrity and thoughtfulness. You'll grow professionally, will have a competitive compensation, extended health benefits and opportunities to share in our success. We're on a path to elevate the way real estate and investment business is done and are eager to build a team equally passionate to be those change agents.

## How to Apply

Thank you in advance to all interested applicants. Please send a cover letter and CV to Sonia Susin, Manager of Operations at [susin@districtgroup.ca](mailto:susin@districtgroup.ca) with the subject "Development Manager". Due to a large volume of applications we will only reply to candidates selected for an interview.