

Position Title: Development Coordinator

Reporting Relationship: Reports to General Manager, Corporate & Development

Department: Development

The Development Coordinator works closely with many different team members across all development departments including acquisitions, construction, marketing, sales, legal, accounting & finance as part of a collaborative team-based culture. The Development Coordinator is responsible for a diverse workload that will flex as projects move through different parts of the development cycle, and they will be involved in all facets of the development business and project cycle.

KEY RESPONSIBILITIES

A. Focus Areas within Development:

Acquisitions

- Reviewing preliminary site acquisitions and due diligence
- Gathering property information from online resources and reports
- Researching specific market intelligence, preparing reports and recommendations
- Modelling financial scenarios for highest and best use analysis
- Commissioning reports from consultants
- Part of team to identify risks and make go/no go decisions
- Supporting negotiations with preparing offers and other documentations

Development Process

- Coordinating between internal departments including development, construction, marketing, sales, legal, accounting & finance to facilitate a successful project development process
- Preparing detailed project proformas and cashflows
- Researching specific market intelligence, preparing reports and recommendations
- Researching municipal documents and policies
- Preparing permit applications and other documentation required for the approvals process such as presentations, public information meeting summaries
- Attending internal and external team meetings, preparing agendas and minutes
- Managing a variety of consultants
- Working directly with Senior Acquisitions Manager and COO on environmentally sensitive and contaminated sites, liaising with environmental consultants and supporting the remediation process with the MOE
- Formal cross-training with Construction team to better understand construction process and details

Financing

- Working directly with Finance team to prepare loan applications and associated project financials
- Coordinating with Finance and Development teams to ensure lending requirements match with project development needs (presales, leverage ratios & equity, timing)
- Facilitating and managing project appraisals with third-party lenders
- Facilitating quantity survey reports to validate project costing
- Liaising with lenders as required to forward loan applications to term sheets and commitment letters

Sales & Marketing

- Working directly with brokers and CW Principal to execute end-unit project sales
- Preparing offer summaries and responses, in conjunction with legal team
- Coordinating with construction for implementation of purchaser modifications
- Working with legal, both internal and external, to facilitate closing process
- Assisting marketing team as required, coordinating to keep updated with sales success information that flows into marketing campaigns

Leasing and Asset Management (IPP Portfolio)

- Working directly with tenants, brokers, property managers, CW Principal and in-house legal to facilitate leases for the company IPP portfolio
- Researching specific market intelligence, preparing recommendations for negotiations
- Preparing lease summaries and other documentation as required
- Maintaining strong tenant relations

B. Soft Skills & Character:

Professional and Community Relations

- Develop and nurture positive and effective relationships with all levels within and outside of the organization
- Develop a strong and visible industry presence on behalf of CW, representing the company at industry events and seminars
- Grow and maintain a strong network of colleagues
- Develop and deliver meaningful and informative presentations for a variety of audiences

Relationship and Collaboration Focused

- Promote dialogue, cooperation, collaboration, and partnerships between individuals or groups both within and outside CW
- Be an active listener to messages being communicated by stakeholders and authentically engage them in the work of the organization
- Possess a strong level of emotional intelligence (EQ)

Integrity

- Act in a manner consistent with the vision, mission, and values of CW
- Consistently demonstrate sincerity, honesty, respect, and empathy in all interactions with stakeholders
- Highly ethical

Growth Mindset

- Ready to take on new challenges and grow with CW
- Self-starter who is passionate about learning the real estate development business
- Comfortable with an environment that flexes with the changing needs of the project and company
- Influence decisions that challenge the status quo and promote growth and positive development in the organization

Excellent Judgment & Problem Solver

- Utilize objective, factual, and valid information from a variety of sources to make informed decisions
- Efficiently and effectively perceive and assess situations, determine effective strategies to maximize opportunity and minimize risk
- Solution-oriented and a natural problem solver
- Possess the ability to seek creative and non-traditional solutions to unique problems

C. Other Requirements:

Qualifications

- Bachelor's Degree in Real Estate, Business, Urban Land Economics, or related field.
- Excellent communication skills, both verbal and written with strong interpersonal and relationship management skills.
- A high level of organizational skills, thoroughness, and time management
- Valid BC Driver's license & reliable vehicle