

PORTE GROUP OF COMPANIES

Job Description

Job Title: Development Manager

Department: Development

Reports To: Craig Marcyniuk, Director of Development

Term: Full Time

Salary: Base Salary, Bonus & Benefits

Apply: Send your resume and cover letter to careers@porte.ca

JOB SUMMARY:

The Development Manager is a senior position and manages the full cycle of development of residential, mixed use, and commercial projects, from seeking project opportunities through to completed development of projects. Project sizes vary from 50 - 300 homes and will include some commercial development. All projects are in Metro Vancouver, Residential projects are wood frame townhouse and low rise, up to 6 storey. At all times being guided by the Porte Promises, the Development Manager must be able to work independently and as a part of the development team.

JOB DUTIES:

Planning

- As a member of the development team, participates in developing the strategic direction of Porte Development.

Land acquisition

- Directs the land acquisition staff to find development opportunities using existing broker and landowner contacts and using Porte's broker contacts
- Works with the land acquisition staff to prepare preliminary pro forma evaluations to determine the feasibility and potential profitability of projects, with input from Finance, Construction and Marketing & Sales
- Leads the negotiation of offers to purchase
- Conducts due diligence, which may include preliminary concept design, preliminary engineering work, initial meetings with city officials, obtaining input from other consultants, preliminary construction budgeting and compiling initial market information.

Design

- Leads design team, consisting of external consultants, through the design of the project,
- Engages architect and the supporting consultants
- Works with the Director of Construction to ensure the project's affordability and constructability. Reviews the construction pricing obtained throughout the design process and iteratively update the proforma as new information becomes available
- Works with Marketing & Sales to coordinate the suite mix, interior design, suite layout and amenities of the project
- Engages and consults the necessary city officials - planning, engineering, and political when necessary

Approvals

- Leads the approval process with the city's planning department and ensure the city's requirements are met, including participating in or leading meetings and public consultations as required
- Ensures all critical milestones and requirements are understood and are clearly communicated to the design team
- Creates and responsible for the overall project and approval schedule and clearly communicates it to the development team
- Participates in the political approval process
- Obtains all necessary approvals - rezoning, development permits and engineering approvals
- Provides Construction with the support necessary to obtain the building permit

Financing

- Provides support to the President and Finance in securing construction financing and providing information for the preparation of financing proposals
- Provides support with project investors as needed
- Assists finance with the preparation of the project budget

Construction

- Provides input and support as required to the Director of Construction once all approvals and permits are obtained for the construction of the project

Marketing and Sales

- Provides support to Marketing and Sales in the development of the marketing plan
- Provides input and support in the preparation of the project pricing model
- Assists Construction with the permitting of the presentation centre

External Communications

- Develops positive and productive relationships with engineering services, architects and other professionals involved in the industry. Forges strategic alliances where appropriate to support business opportunities
- Represents the company appropriately in relationships with owners, project advisors, suppliers, local governments and professional associations
- Effectively communicates information concerning the company's strategies, objectives and performance
- externally to create a positive profile for the company in the community
- Keeps up to date with industry developments, construction and code changes, and new products available in the market

Other Duties

- Attends internal management and all-staff meetings
- Performs other duties, as required

TEAMWORK AND SUPERVISION:

- Participates as a member of the development team & works directly with the President and with the Construction, Marketing and Sales, Finance and Customer Experience teams, as well as with external consultants attached to these teams
- Hires and oversees the input of consultants engaged to provide input into the development phase of projects, and provides input to consultants engaged to provide input into the construction and sales/marketing phase of projects
- Supervises and directs the land acquisition function and the development coordination/support function

QUALIFICATIONS:

Required training, experience, knowledge, skills and abilities:

- Bachelor's degree or diploma, or equivalent experience, in construction management, property development, urban planning, business or related field
- At least 8 years' experience in real estate development and construction, preferably in multi-family housing, including new construction and rehabilitation of existing multi-family buildings
- Strong project management experience, including design and construction materials and methods
- Strong communication skills and the ability to work well with government, private investors and lenders, community stakeholders, engineers, and consultants
- Able to work independently and as part of a team
- Experienced with MS Office programs

WORKING CONDITIONS:

- Required to inspect construction projects outdoors in all weather conditions
- Occasional work outside normal office hours