



FOREFRONT

NEXT GENERATION DEVELOPMENT

June 2022

JOB TITLE

Development Manager
Vancouver B.C.

COMPANY

Forefront Communities Ltd. is a new pioneering real estate developer located in downtown Vancouver, British Columbia. With a primary motive of developing world-class sustainable communities, Forefront strives to deliver efficient building solutions with a commitment to create a sustainable future for generations to come. Forefront's mission is to inspire positive and lasting impact to the communities it serves by developing environmentally responsible buildings primarily through mass timber and hybrid building formats.

Established by a world-renowned entrepreneur and philanthropist internationally recognized for his contributions in tackling climate change, environmental protection and education, Forefront is a values-based organization founded upon the principles of integrity, commitment, and innovation.

THE ROLE

Forefront has a fantastic opportunity for an individual to join its team as a Development Manager and become involved in the creation of new sustainable projects. Reporting to the Executive Vice President, this is an integral role that will support the growth of our organization through the successful execution of development projects across Vancouver and the Lower Mainland. The incumbent will initially focus on the development of a mass timber hybrid industrial/office building currently under construction, a mixed-use master-planned project in the early planning stages featuring a 12-storey mass timber building, as well as new multifamily and mixed-use projects in Forefront's growth pipeline.

The role is well suited for someone with 3-5 years of exposure to the full development cycle within the local industry and who is eager to gain more responsibility managing projects. The ideal candidate is a proven results-oriented, detailed, meticulous individual with exceptional communication and organizational skills and is able to prioritize all aspects of the project cycle in a fast-paced environment.

DUTIES & RESPONSIBILITIES

The Development Manager will be responsible for facilitating all stages of the development process for assigned projects, from acquisition to completion. Specific responsibilities include, but are not limited to, the following:

- Assisting in sourcing new deals and analyzing feasibility including the preparation of preliminary project budgets, financial proformas, and cash flow schedules.
- Performing market research and due diligence activities related to new acquisitions.

- Tracking instream development applications and new project launches in markets of interest and preparing competitive market analyses.
- Contributing to the project envisioning and development programming process.
- Assembling and managing consultant teams, including coordination of RFPs, through all stages of development to ensure project deliverables are achieved.
- Managing the planning, design and entitlement approval process including the preparation of zoning, subdivision, development and building permit applications with municipal approving authorities.
- Coordinating the public consultation process and related events.
- Liaising with municipalities and other related stakeholders.
- Managing the general scope of legal documents typically associated with development projects.
- Tracking project advancement and monitoring key deadlines through diligent project scheduling and reporting.
- Assisting in the creation of marketing strategies and implementation of pre-sales initiatives.
- Attending construction site meetings and monitoring project construction.
- Reviewing and monitoring project budgets, cost reports, cash flows, RFIs, and change orders.
- Preparing meeting materials and organizing and maintaining project correspondence and files.
- Adapting to project needs as they evolve.

SKILLS & QUALIFICATIONS

- **Education** – University degree in a real estate related academic discipline.
- **Experience** – 3-5 years of full-cycle local real estate development industry experience with mixed-use and multifamily product types.
- **Project Management** – Highly driven with an inherent ability to successfully move projects forward utilizing strong project management and negotiating skills while anticipating needs, implementing systems, and streamlining processes.
- **Analytical** – Strong quantitative, data analysis, and creative problem-solving skills, with a methodical and detail-oriented approach to producing accurate results. Previous experience in financial analysis, modeling, and budgeting.
- **Software** – Advanced computer skills including Microsoft Office applications, with proficiency in Excel.
- **Organization** – Exceptionally organized with the ability to simultaneously manage multiple assignments and competing priorities in a dynamic work environment dedicated to excellence; attention to detail and ability to produce reliable and quality work product without losing site of the big picture.
- **Communication** – Excellent communication and presentation skills, both written and verbal.
- **Relationship** – Proactive and able to build and sustain collaborative and effective working relationships; ability to exercise discretion, diplomacy, and confidentiality.
- **Values** – Embrace and support Forefront's values and its culture of environmental sustainability.
- **Interpersonal** – Strong work ethic, positive attitude, good-humoured, with an inclination to help others.

HOW TO APPLY

If you are looking for a rewarding career with opportunity for growth and believe your qualifications and interests would be a good fit for this position, please submit your cover letter, resume and salary expectations to hr@ffc.ca. We thank you for your interest and advise that only those selected for an interview will be contacted.