



## Job Description

Two Positions:       **Senior Development Manager**  
                              **Development Manager**  
Date:                     June 21, 2022

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Ledingham McAllister is a leading entrepreneurial and well-established real estate development company. Our company has 120 years of successful building and construction in British Columbia. Commitment, integrity and performance are hallmarks of our company, having completed various master-planned communities and projects such as Escala, Seasons, Century, and underway, Southgate City. In addition to our master-planned communities, we are in the construction and planning stage of over 20 projects encompassing commercial, mixed-use and residential projects, with the potential to build over 19,000 residential units and 4 million square feet of commercial space.

Reporting to the Vice President, Development, we are seeking up to two proven, results-oriented, detailed, meticulous individual(s) with exceptional organizational skills will oversee a wide range of multi-use developments, including commercial and particularly multi-family communities in the Lower Mainland.

The Senior Development Manager or Development Manager shall develop and improve upon skills and experience in the following areas including but not limited to:

### SPECIFIC RESPONSIBILITIES

- thorough understanding of local municipal planning and development guidelines and policies; prepare and secure all regulatory approvals, including development and building permits as required;
- Review and monitor architectural and engineering plans, requests for information, construction budgets and schedules;
- Lead, assist and facilitate and coordinate project consultants, trades and construction managers through the entire project life cycle; improve project flow;
- Utilize exceptional interpersonal and communication skills to foster excellent relationships with consultants, municipal staff, the public and other interest groups; develop excellent written & oral communication skills;
- develop feasibility analysis, financial review, pro forma creation and modification;
- work with finance and executive groups in regards to invoicing, appraisals and cash flow projects;
- collect/summarize monthly updates from TRAC, MLS Exchange program, and city websites for Rezoning and Development application data regarding competitor product and instream development applications;

- work with Sales Administration to prepare and review disclosure statements and addendums, purchase and sale agreements, and other legal documentation critical to the sales program;
- facilitate and coordinate project consultants, trades and construction managers; liaise with city staff and other key stakeholders throughout the project schedule; attend site and office meetings, prepare minutes; improve project flow;
- review and monitor architectural and engineering plans, requests for information, construction budgets and scheduling; troubleshooting during the construction process; acquire necessary details and information from consultants;
- liaise internally with sales, marketing, and finance, as well as regular communication with our construction management firms;
- prepare and securing all regulatory approvals, including rezoning development and building approval as required;
- prepare Consultant budgets and retaining letters for approval;
- manage and organize project documentation;

#### SKILLS

- ability to lead and collaborate in a team environment to implement development and construction schedule and plans in accordance to project requirements;
- working knowledge & understanding of local municipal planning and development guidelines & policies;
- planning, organization, implementation skills;
- develop excellent written and oral communication skills;
- diplomacy;
- strong analytical skills;
- data skills (excel, word, project manager, etc.);
- strategic business sense;
- design abilities, strong interest and comprehension of urban design;
- industry interest and comprehension

#### QUALITIES

- University or college degree in Architecture/Engineering/Business/Urban Land Economics preferred;
- quick learner and intuitive;
- motivate with a desire to improve self and those around you;
- detail-oriented;
- personable, presentable;
- ability to influence others;
- rational thinker.

The ideal candidate will have at least five years of experience within the Vancouver real estate industry, managing high-rise and wood frame projects through the development cycle.

Please submit your resume with a cover letter to: **[careers@ledmac.com](mailto:careers@ledmac.com)**

While we thank all candidates for their interest, only select individuals will be contacted. No phone calls, please.