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## Junior Development Manager

### ABOUT SHAPE

SHAPE is the real estate investment, development and management company leading some of the largest and most exciting projects in North America including The Amazing Brentwood and The City of Lougheed in Metro Vancouver. SHAPE also works in partnership with Cadillac Fairview on the redevelopment of Richmond Centre Mall in Richmond, and Fairview in Toronto. SHAPE manages over 5M sq.ft of commercial space, over 800 units of rental residential and over \$1 Billion of development projects currently under construction.

Through our fully integrated platform, SHAPE specializes in complete neighbourhoods with a top-calibre mix of shops, restaurants, residences, entertainment, and a complete range of daily services with transit connected. With a thoughtful approach and continuous pursuit of innovation, we think differently to ensure our projects are relevant and dominant for the future of real estate.

### ABOUT THE ROLE

Reporting to the VP of Development, the successful candidate will contribute to the full-cycle management of the development process, managing other team members and being involved in the construction and sales/leasing & marketing strategies. The role will be focused on large complex residential/mixed-use development(s).

To succeed in the role, the candidate must have real estate development experience, be proactive, ambitious, organized, and have excellent time management and communication skills. We are looking for a candidate who can work collaboratively in a fast-paced environment while building relationships and upholding a high standard of performance individually and for the organization.

### Primary Job Responsibilities

- Contribute to the entire development process from due diligence, planning, design, scheduling, and budgeting to approvals, implementation, and completion, ensuring that the project is delivered within scope, budget, and schedule parameters
- Research and understand municipal policies, standards, and guidelines to inform and assist with the project design and municipal approval process
- Assist with managing the consultant RFP, contract, invoicing, and change order process
- Actively participate in consultant meetings
- Work collaboratively with the project team including construction, sales & marketing, finance, etc. to ensure project requirements of scope, schedule, budget, and quality are being met
- Manage the coordination and assist in the preparation of legal documents including disclosure statements, air space parcels, housing agreements, easements, right of ways, bylaws, strata plans, etc.

- Travel as required to project sites to meet with stakeholders
- Participate in the entitlements process with the City and lead public consultation initiatives as required
- Manage consultant engagement process including preparing requests for proposals, proposal evaluation, and contract execution process
- Manage consultant relationships, including design and scheduling coordination, as well as invoicing and contract changes
- Assist and contribute to partner project presentations, reporting, tours, and research initiatives
- Stay informed on market trends, innovations, and research that affects SHAPE's business
- Connect outside of SHAPE to the wider real estate industry
- Assist as required with the development, construction, and renovation of project sales centres
- Maintain up-to-date project files
- Other duties as assigned

## Qualifications

### *Required Knowledge, Skills, and Abilities*

- Passion for real estate, continuous improvement, and a high level of individual and organizational performance
- Excellent organization, time management, and prioritization skills to balance competing priorities with the ability to multi-task
- Strong interpersonal and communication skills, both verbal and written, with the ability to foster relationships with teammates, consultants, partners, municipal staff, and the public
- Solid business acumen with the ability to strategize and think critically to evaluate complex business issues and how they affect project outcomes
- Generally, understands the fields of construction, leasing, sales & marketing, property management, financing, etc.
- Strong computer skills and proficiency in MS Office applications
- Proven ability to collaborate in a team environment to problem solve, meet timelines, and manage budgets under pressure and in a fast-paced environment
- Hard working, self-starter with a can-do attitude

### *Required Training and Experience*

- Minimum of 3 years of relevant real estate development experience with a focus on residential multi-family and/or mixed-use projects
- Minimum undergraduate degree in Commerce/Business, Urban Land Economics, Architecture, Planning/Design, Engineering or similar

## Working Conditions

Based at our corporate office, located in downtown Vancouver, the successful candidate may expect a comfortable and collaborative work environment in a modern office setting. The candidate might be eligible to work from home on a hybrid basis and may be required to travel from time to time to the various projects in the SHAPE portfolio.

## Benefits

- Opportunity to work with teams designing, coordinating, and representing some of Metro Vancouver's largest master-planned communities in real estate development
- Personal and professional development within the company and the industry

- Competitive compensation package with comprehensive benefits
- A fun, collaborative, and autonomous work environment

To apply, please visit our website at <http://shapeproperties.com/careers>