

November 13, 2018

JOB TITLE

Development Manager

REPORTS TO

Vice President of Project Design

COMPANY

Chard Development is an urban real estate development firm based in Vancouver, B.C. An award-winning company, we specialize in urban, mid-sized condominium and commercial projects in Metro Vancouver and Greater Victoria. Located in downtown Vancouver, the Company is constantly growing with approximately 10 projects in development or construction at any given time. By the end of 2018, Chard will have completed over 1.3 million square feet of its own signature developments.

SUMMARY

Chard is looking for a Development Manager to join our growing team. This entrepreneurial and growth-oriented individual will be responsible for managing multiple residential, mixed-use and/or commercial projects and must have a strong work ethic. The ideal applicant has a background within the development, construction, engineering or architectural industries.

The Development Manager will report directly to the Vice President of Project Design and will liaise closely with the Vice President of Construction, Vice President of Marketing, and Vice President of Operations to ensure that the company's development goals, objectives and policies are met. This role will be based in Chard's downtown Vancouver office and may require travel.

In addition to the development function, the Development Manager will lead and mentor a Development Coordinator and work closely with the other team members to ensure time frames are met and outcomes are consistent with the quality Chard is known for.

DEVELOPMENT MANAGER DUTIES

- Facilitate the development process for assigned projects from acquisition to completion.
- Coordinate internal review and sign-off requirements from the Chard Team
- Assemble and manage the full consultant team necessary for the project as the Chard project representative.
- Manage the project approval process including both internal design requirements, required agency interface approvals, technical information, cost and constructability.
- Confer with City Staff on rezonings and all permit and project approval-related topics.
- Work with the Chard construction team throughout the design, approval and working drawing process to ensure that the development program and all elements of pre-sales

programs are coordinated with the construction and consultant team to ensure accurate tender and construction documents.

- Assist in preparing pro-forma summaries, preliminary project budgets, cash flows and schedules.
- Review and monitor project budget summaries, cost reports, cash flows, change order reports and project schedule on a monthly basis.
- Run weekly project meetings and provide project reporting to the Chard team.
- Review and facilitate both internal and consultant “sign-off” of final documents prior to permit submissions, marketing program, tender requests and construction issuance.
- As part of the Chard team administer construction contracts and contractor performance.
- Administer the project-specific filing (print and digital) to ensure proper documentation and Chard standards are met.
- Assist the Vice President of Design to ensure that the Chard standards of project design, makeup and quality are maintained.
- Assist the Vice President of Marketing by providing input in creation of Marketing Strategy.
- Provide project statistics and details for Pre-Sales/Leasing programs.
- Represent our company and yourself as a positive and cooperative member of the local community and development team.
- Assist in various other capacities or special projects requested from time to time.

QUALIFICATIONS

- To be considered for this role you will have Development Industry related qualifications or strong experience in the industry, specifically with a focus on high rise concrete residential projects with an exposure to multi-family residential close-outs and occupancies.
- You should have a comprehensive understanding of the owner’s rep role and be someone who is comfortable working with a multitude of stakeholders, including municipalities, consultants, and neighbours. Additionally, you will require strong project management skills and exceptional communication skills.
- Specifically, you will have:
 - o Minimum 5 years experience in full cycle real estate development.
 - o College or university degree in related field.
 - o Experience in concrete residential mid-rise/high-rise development.
 - o Experience in hospitality and light industrial is an asset.
 - o Creative problem solving and negotiation skills.
 - o Financial analysis experience.
 - o Efficient with Microsoft programs including Word, Excel, PowerPoint and Outlook and comfortable working in a shared cloud-based filing environment.
 - o Effectively manage and motivate internal and external teams.
 - o A preference for working as part of a collaborative team.
 - o A winning relationship-building and customer service attitude.

Chard Development offers competitive wages and benefits, including extended health, vision and dental. If you meet the requirements and are interested, please submit your resume and cover letter to careers@charddevelopment.com. We thank all applicants who apply, but only those who are qualified may be contacted.