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## **Assistant Development Manager**

### **About Cape**

The Cape Group is a three-generation, family run, vertically integrated real estate group of companies, operating across Western Canada since 1956. With more than 60 years' experience in development, construction, and property management, we have a lot of firsts to our name and a diverse portfolio. We develop high-quality projects that complement the vibrancy of neighbourhoods, and make sure to have fun while we're at it. From high-rises to warehouses, office buildings to master planned communities, our dedication to building quality and building relationships is at the forefront of everything we do.

### **The Opportunity**

We are seeking a self-motivated and experienced individual to join our growing Development Team in managing active projects. You will be responsible for overseeing Development and Building Permit applications as an integral member of the management team. Architectural experience and ability to manage drawing packages, schedules, and multiple stakeholders will be essential.

The Assistant Development Manager reports to the Director of Development and primarily assists as needed with all projects and acquisitions. This position will be active and dynamic, with exciting growth potential for candidates to take on more responsibility and independence. Travel should be expected at times, as we have projects across the Lower Mainland and BC, as well as in St Albert, AB.

Salary is to commensurate with experience.

### **The Candidate**

We are looking for an individual with management skills and the desire to grow into a more senior position in development management. You are someone who is not afraid to get your hands dirty on site, can manage a dynamic work environment, and is always looking for ways to improve.

Mandatory skills are strong organizational abilities, communication skills and proficiency in developing proformas. You will need to be able to produce proforma spreadsheets, cashflow projections, and project schedules, as well as conduct ongoing project analysis and reporting. Education in architecture or a related field with experience in construction is preferred.

To really thrive in this position will require passion about real estate, architecture, and construction, with a firm knowledge of municipal planning processes. Most importantly, you will be a team player who strives after excellence but loves to have a good laugh, is able to think fast, be critical, and make sound decisions, while working in a fast-paced environment.

Our goal is to conceptualize and create landmark projects to serve the communities we live in, and which we can be proud of for generations.

Our mandate is to love what we do and to be excellent at it.

We measure success in wins not dollars.

## **Responsibilities**

- **Project Management**
  - Permit approvals
  - Design team coordination
  - Proposal & invoice review
  - Consultant management
  - Project minutes & reporting
  - Document management
  - Stakeholder relations
  - Budget management
  - Cashflow forecasting
  - Schedule writing
  - Drawing review
  - Code analysis
  - Specification review
  - Site visit coordination
  - Coordinating with CAPE departments
  - Change Orders, Custom unit requests, etc.
  - Other as required
  
- **Acquisitions**
  - Site due diligence
  - Feasibility analysis
  - Development proforma analysis
  - Cashflow projecting
  - Negotiations as required
  - Document writing & review, e.g. LOI, offers, etc.
  - Market/competitor analysis
  - Knowledge of current trends
  - Active industry network
  - Presenting to key stakeholders

- Other as required
- HR
  - Annual goal-setting
  - Lesson learned reporting
  - Mentor development coordinators and interns
  - Maintain good relations with CAPE departments
  - Ongoing professional development – courses, workshops, credentials
  - Ongoing networking
  - Annual Review report

## **Requirements**

- 3+ years experience in development, urban planning, or architecture
- Related degree
- Knowledge of planning & development process

## **Next Steps**

- Send Resume with references and salary expectations to [info@capegroup.ca](mailto:info@capegroup.ca) with title <CGM Assistant DM Application>
- Include portfolio or examples of relevant work
- Position is open for start March 1<sup>st</sup>, 2019
- Candidates will be contacted for an interview (please do not call the office)