

# Development Manager

FULL-TIME, PERMANENT (TORONTO)

## JOB DESCRIPTION

The Development Manager will be directly responsible for advancing two to three projects in our development portfolio, with strategic guidance from senior management. The Development Manager may also be involved in new site acquisitions and assessing existing legacy sites for development potential.

## KEY RESPONSIBILITIES

- Hire and lead professional consultant teams to produce materials for internal review, external stakeholders, development applications, permit applications, sales and marketing, and construction.
- Prepare, submit, manage, and successfully achieve development approvals including OPA, ZBA, SPAs, building permits, and condominium registration.
- Create and track project budgets and schedules, and prepare and present status reports to management and partners.
- Assist with hiring and managing construction manager(s), sales & marketing broker(s), and other key external professionals.
- Build meaningful professional relationships with stakeholders including partners, municipal and agency staff, and neighbourhood stakeholders.
- Support senior management and other team members on a variety of assignments, as required.

## REQUIREMENTS

- A post-secondary education in architecture, engineering, real estate development, or a directly related field, with a demonstrated history of academic achievement.
- Minimum of 5 years of full-time experience in architecture, engineering, real estate development, or a directly related discipline.
- Applicants with a planning background with strong implementation experience beyond planning approvals (e.g. sales, detailed design, tender, construction, etc.) will be considered.
- A graduate or professional degree is an asset.
- Professional accreditation is an asset.



- Direct experience working on high-density housing development in the City of Toronto.
- Ability to review and direct the refinement of development related materials including architectural and engineering drawings, technical reports, presentation materials, legal documents, etc.
- Creative and critical thinking skills with the determination to overcome complex and novel challenges with minimal supervision.
- Outstanding written and oral communication skills, with a well-defined sense of diplomacy and ability to tailor one's message to diverse audiences.
- Integrity and a fundamental commitment to truthfulness and accuracy.
- Intellectual curiosity and self-motivation to deepen existing skills and learn new skills.

Please submit a resume and cover letter to [careers@tenblock.ca](mailto:careers@tenblock.ca). No telephone calls please.

We appreciate all applications. Only those candidates selected for interviews will be contacted.

Tenblock is committed to employment equity and encourages applications from Indigenous people, people with disabilities, racialized people, and people with diverse genders and orientations.

