



Associate Director of Real Estate – Calgary

About Us

The Graham Group (“Graham”) is a growing, dynamic and innovative construction solutions provider with a history of success dating back to 1926. As an employee-owned company, you will be able to capitalize on our collective success by becoming an owner yourself. You will also be able to take advantage of professional development, learning and growth opportunities, all the while working on exciting, leading-edge projects.

Graham ranks among Canada’s largest construction companies, is a Platinum Member of Canada’s 50 Best Managed Companies and is seeking top tier talent to further strengthen our capabilities. We provide a collaborative and caring culture and the necessary tools and support for you to succeed, both personally and professionally. If you’re eager to work on innovative projects, be part of a great team and become an employee-owner, Graham is the place for you.

Gracorp Capital Advisors Ltd. (“Gracorp”), a subsidiary of Graham, is a private market real estate developer with offices in Vancouver, Calgary and Toronto. On its own, or in partnership, Gracorp develops multi-family residential, industrial, retail, office and hospitality projects across Western Canada and the US Pacific Northwest. Gracorp is currently involved in developing six projects with an approximate value of \$760 million and has numerous additional projects in the development pipeline.

The Position

Based in Calgary, the **Associate Director, Real Estate** will help lead and manage Gracorp’s real estate development projects with a focus on new developments. Reporting to the local Director of Real Estate, the Associate Director will help source, structure, finance and manage real estate investment opportunities on behalf of internal and third-party investors.

*As an **Associate Director, Real Estate** at Gracorp you will:*

- Assist in the sourcing and evaluation of new real estate development opportunities within Alberta;
- Lead the due diligence, analysis and investment decision making process in preparation for investment committee approval;
- Assist in the management of existing projects at various stages of development;
- Manage select development projects from land acquisition through entitlements, design, construction, leasing, property management and sale of assets;
- Support the building of relationships within the development community in order to secure early notice of investment and development opportunities;
- Prepare contract documentation to effect the development opportunities, such as Limited Partnership Agreements, Development Agreements and documentation related to leasing and sales transactions;
- Utilize an existing network and build new contacts within the investment community to match project funding needs with investor requirements;
- Prepare financing materials for accessing the equity or debt capital markets, including offering memorandums, bank presentations and loan documents; and
- Help drive the preparation of quarterly and annual investor reports, valuations and other ongoing reporting and analysis to investors.



To be successful at Gracorp, you will have the following qualifications and experience:

- Relevant post-secondary education in the real estate development industry including the likes of Urban Planning, Engineering, Architecture, Legal or Finance.
- 6 or more years of direct experience in real estate development, with growing responsibilities in the development of land, multi-family residential, retail, industrial or office assets;
- Proven design management and construction oversight experience on mid to large size projects;
- Keen insight and analytical capabilities coupled with business acumen, including the ability to lead the evaluation of diverse opportunities within different sub-markets;
- Proven experience in the formation and management of project partnerships, both internal and external
- Passion for real estate development and finance with a proactive and independent nature including strong analytical, planning, negotiation and problem solving skills;
- A demonstrated thoroughness and attention to detail as well as the ability to consider the bigger picture and corporate strategic objectives;
- The ability to prioritize tasks and work on multiple assignments in a team environment; and
- Exceptional communication skills, both written and oral, in front of a variety of investor, corporate and development partner audiences.

Compensation and Benefits:

- Competitive salary with annual bonus potential
- Comprehensive benefits package including dental, optical and medical and company matched pension plan.
- Ownership and long term equity opportunities

What We Can Offer You

- Strong commitment to safety in the workplace
- Grounded and family-oriented workplace in a progressive environment that is at the forefront of a fast evolving business sector
- Commitment to the training and wealth of opportunities for career development across job categories, project types and locations around North America

Gracorp is an Equal Opportunity Employer, and employment selection decisions are based on merit, qualifications, and abilities. Gracorp does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by country, regional or local law.

We're Building Careers, not filling jobs.

View available job opportunities and submit your application online at www.graham.ca/careers
Applications will only be accepted as online submissions through the Gracorp or Graham websites.

Please, no unsolicited resumes or phone inquiries from agencies, thank you.

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