



## Associate Director of Real Estate – Calgary

### About Us

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, 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.

As a member of Graham’s Development & Strategic Investment division (“**D&SI**”), you will actively manage and support real estate development projects undertaken by Gracorp Capital Advisors Ltd. (“**Gracorp**”), a wholly owned subsidiary of Graham.

Gracorp is a merchant-style, private market real estate developer with offices in Vancouver, Calgary and Seattle. From office, retail, hospitality, industrial to mixed-use multi-family residential, Gracorp partners with a variety of landowners, developers and investment firms to deliver real estate investment opportunities to the marketplace. Gracorp is currently involved in developing ten projects in Canada and the Pacific Northwest in the United States, totaling over \$1.1 billion.

### The Position

The **Associate Director, Real Estate** will help lead and manage Gracorp’s real estate development projects that leverage the capabilities and geographical presence of Graham. Reporting to the Director, 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 selection, appointment and management of project design consultants;
- Manage select development projects to ensure compliance between design, construction and development requirements and provide liaison between design and construction teams;
- Assist in the implementation of a market design strategy with guidance from manager as required;
- Assist in the sourcing and evaluation of real estate opportunities to support the goals of the Gracorp and continued success in development projects;
- Work with finance team to create and continually update complex financial models for forecasting, planning and budgeting;
- Assist in the negotiation of debt and equity financing and manage the construction draw process on select development projects;
- Manage select development projects with development partners and/or the support of external consultants – from land acquisition through entitlements, design, construction, leasing, property management and disposition;
- Lead the due diligence, analysis and investment decision making process at either the investment committee level;
- Prepare contract documentation to affect the investment opportunities, including joint venture agreements, limited partnership agreements, development agreements and documentation related to leasing and sales transactions;



- 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 any 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 Real Estate, Engineering, Architecture or Urban Planning.
- 6 or more years of direct experience in real estate development, with growing responsibilities in the development of land, multi-family residential, retail, industrial, hotel or office assets;
- Passion for real estate development and finance with a proactive and independent nature including strong analytical, planning, negotiation and problem-solving skills;
- Keen insight and analytical capabilities coupled with business acumen, including the ability to lead the evaluation of diverse opportunities and markets;
- 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;
- Proven experience in the formation and management of project partnerships, both internal and external; 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](http://www.graham.ca/careers)

Applications will only be accepted as online submissions through the Graham website.

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

Graham Management Services LP  
10840 27th Street SE  
Calgary, AB T2Z 3R6  
Fax: 403.570.5130