



## Associate Director, Real Estate – Seattle

### 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 maintain corporate records and provide general support on real estate development projects undertaken by 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.

### Position Summary

Reporting to the Director Real Estate, the **Associate Director Real Estate**, is responsible for providing overall planning, leadership, and management for one to three major projects / joint ventures for the regional real estate development business unit. The incumbent ensures timely completion and profitability for all projects, maintains long-term stakeholder relationships, and is responsible for managing and mentoring junior project team personnel. The incumbent is involved in project planning, acquisition and procurement, financial analysis, structuring and legal negotiations, financing, oversight of design, entitlement and construction, managing stakeholder relationships, and project monetization. The incumbent is fully proficient with the technical, leadership, and communication skills required to complete projects from acquisition to monetization with limited guidance, and is actively improving their technical, business acumen, and influencing skills.

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

#### **Project Planning**

- Manage the creation and assessment of front-end schematics of a project prior to acquisition.
- Demonstrate awareness and ability to search for new opportunities and deals, recognizing and understanding market restrictions (land, zoning, etc.) and opportunities.
- Work towards improving end-to-end understanding of the development process and planning.

#### **Acquisition and Procurement**

- Adapt and follow a structured approach to the acquisition process, from searching for new opportunities through to the offer stage.
- Demonstrate good working knowledge of a deal pro-forma and possess the skill and acumen to “work backwards” to determine the appropriate acquisition steps that will lead to the best possible end result.
- Support partnership identification, approach, scope definition, and negotiations.
- Support high-level complex procurement initiatives (RFQ and RFP) to win both development and construction work.

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## **Financial Analysis**

- Oversee the creation and utilization of complex financial models that provide required information for forecasting, planning, and budgeting.
- Adapt models for project specifics and conduct model scenarios and sensitivity analysis.
- Apply the skill and acumen required to modify and manipulate the many variables of financial models to forecast potential outcomes.
- Assist with financial reporting and analysis.

## **Structuring and Legal**

- Demonstrate good understanding of legal contract terminology, structure, and terms and conditions.
- Assist in structuring the key financial and legal components of new deals, coordinating with, and directing external legal advisory as necessary.
- Develop negotiation and persuasion skills to complement growing business and financial acumen.
- Apply the nuances of negotiating project opportunities.
- Possess working knowledge of risk management techniques and risk management skills as they relate to contracts.
- Contribute to the creation and / or review process for new contracts.
- Manage compliance with contractual terms and conditions (contract management and administration) through to project monetization.

## **Financing**

- Assist in determining financing requirements, taking into account numerous variables and appropriately calibrating financial models.
- Demonstrate a solid level of overall financial literacy.
- Assist with the presentation of opportunities to varied groups of financiers.
- Apply the nuances of financing presentations and raising capital.
- Assist in the negotiation of financing terms, manage the capital draw process, and assist in the adaptation / re-drafting of agreements and terms as required.

## **Governance and Reporting**

- Possess good working knowledge of Governance and Compliance frameworks, and ensure compliance with, and recommend improvements to, internal controls.
- Contribute to the ongoing development of systems and processes to enhance governance, and remain process-focused for continuous improvement.
- Create financial and investment presentations used to obtain Board approval.
- Assist with financial reporting and analysis on the project portfolio.

## **Design and Entitlement**

- Move projects through the entitlement process, with input and guidance from line manager on material items.
- Demonstrate a strong understanding of how the design, market, and project budget are interrelated.
- Assemble, direct, and manage consulting teams through the process.
- Oversee submission of permits and approvals for municipal entitlement, utility, and stakeholder associations.
- Direct the design team and implement the market design strategy with guidance from line manager as required.

## **Construction**

- Manage the General Contractor relationship and actions, serving as the authority interface between the client and the GC.
- Demonstrate strong decision-making abilities related to budget, design, and expenditures, and seek guidance from line manager regarding conflict resolution as necessary.
- Possess the acumen and judgement to authorize expenditures within a flexible framework / matrix, and seek approvals and / or input from line manager as required.

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- Demonstrate working knowledge of construction systems and techniques, and actively seeks opportunities to further experience and proficiency.

### **Stakeholder and Industry Relationships**

- Manage counterpart internal and external relationships.
- Maintain and begin to build independent relationships with public and private sector clients, joint-venture partners, brokers and land-owners, financing partners, key specialist subcontractors, and other stakeholders.
- Participate in industry, client, and community relations to enhance and promote Gracorp.

### **Project Monetization**

- Manage the strategic exit plan for individual projects.
- Help manage the sales, lease-up, or divestiture of fully developed assets.
- Help manage the sales processes, through brokers, where required.
- Build experience with sales and acquisitions, joint ventures, and transfers of assets.

### **Financial Accountabilities**

- Contribute to the Gracorp overall budget (up to \$1M).

### **HSEQ**

- Demonstrate HSE and Quality behaviors that reflect corporate expectations of Actively Caring and Road to Zero.

## **Key Success Factors and Capabilities**

### **Leadership**

- Build a strong, high-performing team with a high level of accountability.
- Represent the goals, values, and culture of Graham.
- Exercise a strong balance of leadership skills and comprehensive execution skills.
- Set a project vision and motivate others to buy-in.
- Focus on managing the work and managing people vs executing work.
- Lead multiple projects at differing stages of development.
- Lead broad-based teams, guide direct and non-direct reports, and deliver value to the business through others.
- Drive change and adapt both individual and team performance in dynamic circumstances.
- Serve as a role model and drive expectations for ethics and appropriate leadership behaviour.

### **Business Acumen**

- Demonstrate success in identifying and creating new business opportunities.
- Demonstrate a solid understanding and acumen regarding regional market realities, restrictions, competition, and opportunity.
- Apply knowledge and understanding of development planning required to make judgement calls around structuring acquisitions and new opportunities.
- Demonstrate strong relationship-management skill and finesse in front of a client.
- Demonstrate strong decision-making ability and judgement within a flexible authority matrix.

### **Connect with People**

- Establish and maintains collaborative relationships externally and internally, including corporate AoEs.
- Demonstrate very strong people management and stakeholder communication skills.
- Demonstrate ability to report effectively to business unit leaders.

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

- A post-secondary degree is required; an MBA or education in project management, real estate, engineering, law, or finance is preferred.
- 7-10 years of varied corporate and operational real estate development experience.
- Experience leading project teams, preferably in a multi-location environment.
- Proven track record of success and progressive professional recognition with increasing responsibilities.
- Successful management of projects ranging from \$10-40M.
- Demonstrated proficiency with MS Office Suite.
- Proficiency with MS Office Suite, specifically Excel.

## Working Conditions

- Most of work is completed in the office, with travel (20% of working time per month) to other locations as required.
- The incumbent may need to relocate to other geographic office / site work locations, if necessary.

## 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.***

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