



## Development Manager, 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 Associate Director Real Estate, the **Development Manager Real Estate** is responsible for providing support to two to three active projects while running due diligence for numerous acquisition opportunities. The Development Manager is active across all facets of the development spectrum, including 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 proficient with the technical, leadership, and communication skills required to complete a project / multiple projects from acquisition to monetization with guidance and support, and demonstrates thoroughness and attention to detail as well as the ability to consider the bigger picture and corporate strategic objectives. The incumbent is actively improving their technical skills and business acumen.

### *As a Development Manager, Real Estate at Gracorp you will:*

#### **Project Planning**

- Develop and lead the pre-construction process for projects.
- Assist with the creation and assessment of the front-end schematics of a project prior to acquisition.
- Coordinate land-use review, due diligence, and form of project analysis.
- Review construction drawings.
- Hands-on management, coordination and oversight in all aspects of multi-family building development, including entitlements and permitting, design/development process, selecting and managing consultant teams, all phases of construction, and project close out.

#### **Acquisition and Procurement**

- Assist with the creation of a structured approach to acquisition.
- Lead due diligence investigations into acquisition opportunities.
- Prepare presentations for Board meetings.
- Support preparation of RFQ and RFP responses.

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## Financial Analysis

- Assist in creation and utilization of complex financial models that provide required information for forecasting, planning, and budgeting.
- Learn to modify and manipulate the many variables of such financial models to forecast potential outcomes.
- Propose and oversee limited changes to model structures.
- Assist with financial reporting and analysis.

## Structuring and Legal

- Demonstrate moderate understanding of legal contract terminology, structure, and terms and conditions.
- 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.
- Assist in structuring the key financial and legal components of new deals, coordinating with, and directing external legal advisory as necessary.
- Assist with managing compliance of contractual terms and conditions (contract management and administration) through to project close-out.

## Financing

- Demonstrate a moderate level of overall financial literacy.
- Contact all utilities, city, county and other appropriate agencies to determine required fees and/or charges for the project.
- Support the determination of financing requirements, taking into account numerous variables and appropriately calibrating financial models.
- Assist with preparation of financing materials for accessing the equity or debt capital markets, including offering memorandums, bank presentations, and loan documents.
- Assist with budget performance reviews for hard and soft costs, working with internal accounting staff to process payments and prepare internal project reports.

## Governance and Reporting

- Ensure compliance with all internal controls.
- Provide content for 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 regular input and guidance from line manager.
- Manage a portion of the consulting teams through the process.
- Demonstrate a strong understanding of how the design, market, and project budget are interrelated.
- Implement the market design strategy with guidance from line manager as required.
- Negotiate scope, price, and terms and conditions for Design works.

## Construction

- Support the business unit leaders in their relationship with contractors.
- Demonstrate good decision-making abilities related to budget, design, and expenditures.
- Manage document control, including the assembly, processing, and verifying completeness of documentation for corporate partnerships and development entities, land closings, and delivery team contracts.
- Manage scheduling, decision documentation, change order management, and performance monitoring of all project team consultants, suppliers, and contractors.
- Demonstrate knowledge of construction systems and techniques, and actively seeks opportunities to further the experience and proficiency.

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## Stakeholder and Industry Relationships

- Support internal and external relationships, including public and private sector clients, joint-venture partners, brokers and land-owners, financing partners, key specialist subcontractors, design consultants, and other stakeholders.
- Establish effective relationships with municipalities and develop an understanding of local permit processes
- Participate in industry, client, and community relations to enhance and promote Gracorp.
- Problem solve with architects, engineers, and local authorities.

## Project Monetization

- Help execute the strategic exit plan for individual projects with guidance from the line manager.
- Oversee the data room and transaction documents.
- Help execute the sales, lease-up, or divestiture of fully developed assets.
- Help execute the sales processes, through brokers, where required.

## Financial Accountabilities

- Contribute to the Gracorp overall budget (up to \$500K).

## 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.
- Display leadership in ethical standards and integrity.
- Serve as a role model of appropriate leadership behavior.
- Help lead broad-based teams, guide direct and non-direct reports, and deliver value to the business through others.
- Show ability to lead multiple projects at differing stages of development.
- Lead multiple projects / tasks.
- Face challenges, solve problems, and motivate others.

### Business Acumen

- Help to identify new business opportunities.
- Demonstrate a growing understanding and acumen regarding regional market realities, restrictions, competition, and opportunity.
- Demonstrate strong decision-making ability and judgement within a flexible authority matrix.
- Demonstrate good relationship-management skill and a growing finesse in front of a client.
- Regularly and competently present information / reports to senior business unit leaders and owners.
- Actively develop influencing and sales communication skills.

### Connect with People

- Establish and maintain collaborative relationships externally and internally, including corporate AoEs.
- Demonstrate strong stakeholder engagement skills.
- Demonstrate ability to report effectively to business unit leaders.
- Demonstrate good active listening skills and encourage feedback from others

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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.
- 3-5 years of relevant and progressive real estate development experience.
- 2+ years of experience helping manage consulting teams.
- Experience managing pre-construction and construction on multi-family and or commercial development projects.
- Experience managing or being directly involved with the management of successful projects or investments of up to \$25M.
- Proficiency with MS Office Suite, specifically Excel.

## Working Conditions

- Most of work is completed in the office, with travel (10% 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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