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## DEVELOPMENT MANAGER

### Who We Are

DECO Communities is the real-estate development arm of DECO Homes ([www.decohomes.ca](http://www.decohomes.ca)). DECO is a community builder who is committed to an integrated approach to planning with the vision of responsible management of the environment and stakeholders to achieve complete sustainable communities for future generations in Toronto, the GTA and beyond.

### What We Offer

DECO is embarking on a journey to take our experience and leadership as a “community builder” to the next level. This role will assist our development team in creating the next generation of mixed-use urban communities while offering an opportunity to grow professionally in both greenfield and high-rise residential development.

### About the job

**Job Title:** Development Manager (Land Development)

**Reporting to:** Vice President, Development

### In this role, you will:

- Manage all aspects of development applications—official plan amendment, zoning by-law amendment, draft plan approvals, site plan approvals, committee of adjustment applications, plan of condominium, etc.
- Upfront visioning, strategy and preparation of initial submissions, revisions to comments, finalizing any relevant agreements, clearing conditions, and registering plans and condominiums when required.
- Effectively liaise with consultants, municipal staff, conservation authorities, politicians, neighbors, and other external stakeholders in obtaining planning approvals.
- Review and interpret various technical documents—planning, engineering, legal, financial, etc.—to identify concerns and opportunities generally, while specifically managing the consultant team in the preparation, submission, and revision of required reports, agreements, etc.
- Work with our CFO to manage financial pro-forma/budget updates and use other financial tools to evaluate concept plans, product mix, and other programmatic options to help inform both project visioning as well as subsequent development applications and sales launch recommendations.
- Assist in the site plan application, building permit and condo registration process for mid-rise and stacked townhouse projects as required, including any turnover requirements upon completion.
- Manage the preparation of accurate reports, agendas, and minutes for internal, consultant, and/or partner meetings to track project progress as well as on-going responsibilities and deadlines.



- Keep current with the specific political, regulatory, and market trends to keep the business informed of potential changes within the development industry.
- Conducting due diligence studies on potential acquisitions.
- Work with the larger Development team and assist with general administration as required; and
- Other duties within the scope, spirit, and purpose of the job, as requested by management.

### **Job Requirements:**

- A university degree in a related field is required: planning OR business/finance with a real estate emphasis or subsequent development experience.
- A minimum five (5) years of relevant work experience within the residential real estate development industry.
- Valid Class "G" Ontario Driver's License
- Demonstrated ability to:
  - Manage complex projects as well as multi-functional project teams
  - Communicate and build relationships with, and deliver upon commitments to, a variety of stakeholders: municipal staff and politicians, community groups, adjacent landowners, etc.
  - Analyze complex contracts and other legal and regulatory documents, such as official plans, and zoning bylaws
  - Analyze subdivision and site plans as well as other technical drawings (AutoCAD experience is a bonus) to ensure the highest and best use of development lands
  - Prepare and review financial and other quantitative analysis, particularly financial modeling, and complex budgeting, with some familiarity of financial accounting statements
  - Work on multiple projects simultaneously while meeting tight deadlines
  - Work within a team, whether by leading or otherwise, and maintain an atmosphere of teamwork and collective accountability
  - A high level of skill working within Microsoft Office (Excel, Word, PowerPoint, Project and Outlook)

**All interested and qualified applicants shall submit their resume to [info@decohomes.ca](mailto:info@decohomes.ca)**

