



DEVELOPMENT MANAGER, RESORT COMMUNITIES
TORONTO, ON

POSITION SCOPE

As a member of the Freed Development Team, specifically focused on our Freed Resort brand, you will be involved in developing a master-planned resort-style community of over 1000 units on our 850 acre Muskoka land holdings. The scope of work will be wide ranging; managing the complete development process from master planning and design development to post-construction warranty services.

RESPONSIBILITIES

Pre-development Phase:

- Provide inputs for investor proformas and advice regarding up to date municipal legislation that could affect forecasted returns;
- Throughout remainder of project, review and approve consultant invoices and project draws to ensure project budget is on track to meet expected returns;
- Initiate concept designs with consultants and coordinate information for project costing.

Development Phase:

- Drive the selection of the design team and project consultants, requesting fee proposals, making recommendations to management and managing executed contracts;
- Work with the Marketing team to ensure market appropriate projects with cutting edge floor plans, specifications and architecture;
- Communicate project objectives and requirements to consultant team, chair regular consultant meetings;
- Prepare all required planning applications and work closely with consultants to generate all necessary project deliverables in accordance with the project schedule and project budget;
- Manage the municipal approval process by working with municipalities to understand and meet approval expectations and timelines;
- Liaise effectively and professionally with municipal staff as well as the neighbouring community. Represent Freed at open houses and public presentations as needed;
- Report monthly to executive team and investment partners including budget and schedule status.

Marketing Phase:

- Support the Marketing team in the generation of collateral material needs for sales purposes including Sales agreements, Condominium documents, renderings, brochures and floor plans;
- Manage the design and permitting of project related sales centres. Coordinate with the construction manager during the construction and opening of the sales centres to ensure presentation centres are free of deficiencies and ready for their public launch on schedule;
- Provide operations support/asset management of the sales centre during the sales process to ensure the sales team's needs are met;



Construction:

- Manage the consultant team through to completion of building permit drawings and Issued for Construction drawings. Support the construction manager's tendering process by ensuring consultant drawings are completed according to the tender schedule;
- Apply for all required building permits, road occupancy permits, subdivision and minor variance applications, in consultation with the construction manager;
- Liaise with municipal staff and other approval agencies throughout construction to ensure permits are received/issued in a timely manner to avoid construction delays;
- Review/monitor monthly reporting, change orders, contract recommendations received from construction manager to ensure project remains on time and on budget;
- Manage condominium registration process and liaise with Post-construction customer service team to ensure seamless occupancy and turn-over of building to purchasers.

Post-Construction:

- Post-registration, participate on interim condo board as needed;
- Prepare turn-over documentation package and participate in turn-over meeting;
- Act as developer's first point of contact for new condominium board and Tarion;
- Receive, review and address first and second year technical audits from condo board, working with customer service team and trades to ensure common element deficiencies are addressed quickly and smoothly.

QUALIFICATIONS

- University degree in Urban Planning, Real Estate, Architecture or related discipline;
- Minimum 5 years experience in real estate and land development. Master-planning and low-rise experience is required
- Experience with resort communities and/or low-rise construction oversight is an asset;
- Proven experience managing the development lifecycle on a real estate development;
- Ability to work without daily oversight, self-starter, self-motivated;
- Proven Project Management and negotiation skills;
- Strong organizational skills and financial analysis skills;
- Proven ability to build positive relationships with investors, clients, municipalities and community members;
- Job is based at our Head office in downtown Toronto however, ability to travel to Muskoka 1-2 days per week is required;
- Candidate must have access to a car. Travel (mileage) costs will be covered by the company.

PLEASE SUBMIT ALL RESUMES TO CAREERS@FREEDDEVELOPMENTS.COM