

Director, Development

Job Status: Full Time, Salaried

September 2020

SUMMARY

The Director of Development plays a vital leadership role in the design and entitlement phases for a portfolio of innovative mixed-use urban infill projects in the GTHA. The role includes both oversight and hands-on management of resources, planning, scheduling, budgets and reporting in collaboration with development team colleagues – who together are responsible for full-cycle cross-functional project leadership. At TAS, we challenge the status quo by investing strategically, designing intentionally, and engaging thoughtfully to unearth better solutions for how we live together. Our ideal candidate is a skilled communicator who brings strong leadership skills and project management acumen along with a demonstrated depth of subject matter expertise in design, urban planning, engineering, and/or business administration. This is a unique opportunity to drive value, impact and make meaningful contributions at a fast-paced, values-based organization driven by the belief that cities are built by everyone.

SKILLS AND COMPETENCIES

- Post-secondary degree(s) in Architecture, Urban Planning, Engineering, Construction Management, or Business Administration
- Seven to ten years of relevant experience, including:
 - Full-cycle experience delivering mixed-use urban infill developments
 - Proficiency in project planning, budgeting, scheduling, and monitoring
 - A thorough understanding of the development approvals process including official plan amendments, zoning by-law amendments, site plan approval, building permits, draft plan of condominium, etc.
 - Experience preparing project status reports and managing relationships with stakeholders, investors and ownership
 - A deep understanding and appreciation for design-led development and the importance of human-centered design strategies
- Outstanding written and verbal communications skills
- Strong interpersonal skills, able to develop and maintain relationships, influence and advise at all levels
- Tactful and diplomatic with sound instincts and judgement
- The ability to balance the details with the big picture to advance strategic objectives in a fast-paced environment
- Entrepreneurial with a high level of integrity, ownership, and accountability, able to operate with a sense of urgency and be assertive as required
- Tenacious with a contagious desire to learn, grow and deliver
- Curious, collaborative, and approachable
- Confident with an authentic and professional style
- Passionate, with a demonstrated interest in city-building and/or social impact; improving practices and building solutions that will influence the industry for the better

RESPONSIBILITIES

- Leadership and administrative oversight of a portfolio of complex projects at various scales and stages of development
- Ensuring the delivery of all required development approvals including planning approvals (OPA, CBA, SPA, etc.) and building permits; monitoring progress of applications until approvals are secured
- Provide oversight of project consultant teams throughout the design and approvals process
- Establish and monitor project budgets, cash flows, schedules, and monthly/quarterly status reports
- Ensure all project management tracking documents are maintained
- Lead collaboration and coordination with colleagues across each of TAS's functional teams
- Liaise with City staff, offices of elected officials, and various related stakeholders (neighbours, CMHC, CreateTO, etc.)
- Liaise with project partners and ownership, chairing monthly/quarterly project meetings, oversee project reporting and ensure continuity in reporting and messaging
- Oversight of legal documents in support of sales and marketing processes, legal agreements with the City, neighbours, etc.
- Providing leadership and support to additional project phases as required, including site acquisition, construction, sales and marketing, leasing, and occupancy
- Monitor city policies, industry best-practices, market trends, and emerging processes and technologies which will assist the leadership team in establishing development strategies
- Build and maintain constructive relationships both within the organization and with external partners such as consultants, construction managers, authorities, community groups, etc.
- Maintain a strong operational framework for the development team that empower the team to work in an agile and responsive manner; participate in the ongoing evaluation and improvement of related systems, processes and tools
- Proactively coach, mentor and guide the skill, competency development and professional growth of indirect reports
- Deepen personal understanding of TAS's strategy and culture, and help colleagues do the same on an ongoing basis
- Embody TAS's Culture Code - be a performance fanatic, innovative, an exceptional collaborator and committed to multipurpose impact

ABOUT

TAS offers a competitive compensation package including a recently enhanced group health benefits program and Employee/Family Assistance Program. Candidates should email their resume and cover letter together in one PDF document to: careers@tasdesignbuild.com quoting the position in the subject line. No telephone inquiries please. We thank all applicants, however, only those selected for an interview will be contacted.

TAS is a community-focused, mixed-used developer. We cultivate long-term relationships with communities to ensure our positive impact extends well beyond the footprint of our buildings. Our office is a lab where a growing team of passionate experts and external partners collaborate to solve our city's most pressing needs. We have completed five major projects and our active project pipeline has an estimated value at completion of nearly \$3.3 billion. TAS is a Certified B Corporation and a founding member of the SVX Social Impact Investment Platform. www.tasdesignbuild.com