

DEVELOPMENT MANAGER

The Company

Established in 1988, UBC Properties Trust's (UBCPT) mandate is to build financial legacy and create innovative spaces to live and learn. We develop, service, and lease residential land, fostering communities while building UBC's endowment for future generations. Our commitment extends to constructing and managing rental properties that offer residential, retail, and office spaces, supporting workforce housing and academic objectives. Additionally, we provide development management services for UBC's major institutional projects and consult UBC in land use and development. Operating on both the Point Grey campus and UBC Okanagan, our property management includes Village Gate Homes (UBC staff and faculty rentals) and Wesbrook Properties (market rental).

The Team

The dynamic UBCPT Development team oversees project management and land sales across the Point Grey campus and UBC Okanagan. Our diverse portfolio spans ground-oriented retail, office spaces, market rental housing, and more, with a current market value exceeding \$2 billion and a consistent upward trajectory.

In addition, we spearhead major institutional projects, including student housing, academic research, and sports facilities, ranging from \$5 million to \$500 million. To date, we've developed 12 million square feet of institutional space, with another 2 million in progress, valued at approximately \$1.5 billion. Our team thrives on innovation and growth, shaping the future of UBC's dynamic landscape.

The Opportunity

We are seeking an experienced Development Manager to be a key member in our **Kelowna** development team. Reporting to the Director of Development, the Development Manager will oversee the development of multiple large and highly complex institutional projects through all phases of the development process (planning, design, procurement and construction). You will need full project life-cycle experience, as well as the ability to liaise with a range of different stakeholders and conflicting priorities, ensuring relationships are maintained and projects are completed on time and within budget. Thriving in the UBCPT culture demands self-motivation, high ethical standards, an entrepreneurial spirit, and a genuine passion for a career in development.

You must excel as a communicator, possessing strong oral and written skills, and a willingness to openly share knowledge and ideas. Developing and maintaining positive, collaborative relationships with internal colleagues, external partners, and project stakeholders is crucial. Success in this role requires strong organizational skills, attention to detail, effective time management, and the ability to juggle conflicting tasks. A natural curiosity and analytical mindset, coupled with a proactive approach to problem-solving, negotiating solutions, and tackling challenges, are essential.

Key Responsibilities

- Provide development expertise to the project, including project oversight: Development Management, Project Management, Construction Management
- Champion the project vision to drive overall value and ensure projects are delivered on time and on budget
- Ensure all applications and project processes are proceeding according to schedule
- Conduct Project Management duties such as Budgeting (Development Pro Forma), Project Timelines, Site Inspections, Contract Review and Management, and Project Administration functions
- Procure, manage and track consultant and construction teams from schematic design through construction to project completion
- Negotiate fees and contract terms with design and construction teams
- Lead all stakeholder meetings and maintain consistent, documented communication with all relevant UBC stakeholders to ensure project delivery is in line with expectations
- Work with the UBCPT Construction Manager at project occupancy stage to ensure smooth occupancy and expeditious resolution of deficiencies
- Establish and maintain positive professional relationships and networks with the broader UBC and development community, and consultants. Communicates regularly with these peers to track market trends, challenges and opportunities
- Provide input into company and development policies
- Update the Director on project status and on any issues that may materially affect UBC, UBCPT or the project
- Manage and mentor direct reports such as Project Managers and Development Coordinators
- Other tasks and duties, as assigned

Competencies and Qualifications

- A minimum of 5-10 years of work experience in the project management and development industry, preferably with direct experience on complex institutional and academic projects
- Degree or Diploma in industry-specific field
- Strong problem-solving skills with an inclination to challenge assumptions when appropriate; ability to tactfully persist and influence
- Ability to deploy a diverse range of procurement methods to ensure best value. Familiarity with construction management delivery model will be a requirement
- Ability to effectively manage multiple development projects with assistance from a Coordinator/Assistants
- Ability to oversee the construction phase of the project and gauge progress
- Work well with others in a team-based environment

Compensation and Benefits Package

At UBC Properties Trust, our benefits exemplify our values and focus on health, family, learning, hard work, and tenure. Some benefits we have to offer (among others we have):

- Full Extended Benefits (health, dental, and vision)
- A health and wellness spending account
- RRSP Contribution
- Car Allowance
- Annual performance-based bonus and retention compensation
- Pet-friendly office
- Minimum 3 weeks paid vacation (increases with tenure) and 10 paid sick days