



## Manager, Development

**CreateTO**, launched on January 1, 2018, is a new municipal government agency established to manage the City of Toronto's real estate portfolio. **CreateTO** works collaboratively with City stakeholders, external partners and community members to create more livable, sustainable and inclusive communities. The agency will enable the City, for the first time, to adopt a strategic city-wide approach towards the delivery of real estate solutions to promote a balance of community and economic benefits.

The Development Group in CreateTO primarily serves three functions: 1) to provide input on development potential and options for City lands to the Asset Management Group in creating portfolio strategy and property business plans; 2) to work with City clients to plan, budget and execute property improvements to meet their needs; and 3) to create and market development opportunities on surplus City lands to private developers and non-profit entities. Our goal in these activities is to utilize City lands to provide the best City facilities and civic and social services in projects that enhance the liveability of the City while at the same time maximizing value for the City.

### The Opportunity

The Manager, Development reports to the Senior Vice President Development and is responsible for managing all aspects of development on key projects including the design, approvals, financial analysis and preparation for construction of City facilities as well as the sale for development of surplus properties. This includes leadership over internal and external teams to conduct due diligence and identify program requirements, built form, and highest and best use, prepare valuations and financial analysis, obtain approvals and organize construction for user groups or market for sale or lease as a development opportunity with an emphasis on achieving key City objectives such as affordable housing, great public realm, leading edge sustainability and other social or public service objectives.

### Qualifications

- ⇒ Approximately 5 to 7 years of real estate development experience in the residential, commercial or mixed use sector with particular emphasis on conducting due diligence, identifying the optimum development concepts and directing the requisite design and municipal approvals and marketing of the subject lands in collaboration with development and industry partners
- ⇒ Completion of post-secondary degree in urban planning, architecture, engineering, real estate, business or related field
- ⇒ Strong experience in collaborating and managing a variety of stakeholders and interests including City Officials, City Councilors and residents
- ⇒ Significant experience in successfully managing projects including brokers, consultants and advisors to a budget and schedule is essential
- ⇒ Strong aptitude for working within the political system in the creation, approval and implementation of residential, commercial, mixed used and master planning projects
- ⇒ Thorough understanding of municipal policies and the planning regulation and approval process
- ⇒ Skilled in directing the design process to achieve excellence in architecture, landscape and public realm that will support good and sound urban planning and design
- ⇒ Experience with developing and analyzing financial proforma and land appraisal fundamentals is also required
- ⇒ Ability to build relationships, engage and influence others and work with diverse internal and external groups and stakeholders; politically astute

- ⇒ Ability to work with minimal supervision while maintaining accuracy, efficiency and quality of deliverables
- ⇒ Excellent analytical and problem solving skills
- ⇒ Strong communication skills
- ⇒ Good presentation skills to senior levels
- ⇒ Driven and hardworking
- ⇒ Brings an entrepreneurial style to development of city assets; ability to take “ownership” of projects

**CreateTO** is committed to fostering a positive and progressive workforce. We provide equitable treatment and accommodation to ensure barrier-free employment in accordance with the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act. Candidates can request accommodation related to the protected grounds at any stage of the hiring process.

Interested and qualified candidates are requested to send their resume and cover letter in confidence to [careers@createto.ca](mailto:careers@createto.ca) quoting the job title in the subject line by Monday, March 4<sup>th</sup>. Only those individuals selected for an interview will be contacted. No agencies at this time please.