



**Title:** Associate Development Manager

**Position Type:** Full-time, Permanent

**Work Remotely:** No

**City:** Toronto

**Company:** Cope Group Inc.

**Job Commencement Date:** Immediately

**Job Closing Date:** TBD

Thank you for your interest in working alongside us at Cope Group. Our company is founded on the desire to build meaningful relationships with our partners, customers, stakeholders, and most importantly, the communities which we build. We aim to foster a professional, transparent philosophy that promotes leadership and integrity while providing our team with a contemporary, progressive, and adaptive working environment.

Our team is composed of strategic, experienced, and welcoming professionals trained to offer the highest standard of service. We search for creative, innovative, and perceptive people who each bring unique skills that will help us build the communities of tomorrow. Our people bring relentless passion, fast learning, and a culture of innovation to every dimension of their work. We are committed to the continuous development of our employees, using our leadership to shape the future of development and help build the future of our communities. Join our team of diverse industry leaders, helping to build the communities of tomorrow.

### **Job Description:**

As the Associate Development Manager, you will be responsible for supporting and assisting the Development Manager in all aspects of their role and will work closely with the development team on key tasks associated with our development portfolio. As your knowledge of our projects develops, you will be encouraged to take on an increasing ownership in fulfilling our projects across their various stages of development. This is a diverse role with opportunities for mentorship and growth within Cope Group Inc.

### **Key Responsibilities:**

- Facilitate municipal development approvals including site plans, zoning by-law amendments, and building permits.
- Prepare applications and procurement of development approvals and permits. Manage and track approvals processes.
- Prepare consultant responsibility matrix.
- Manage and monitor consultants' team with assistance of the Senior Development Manager.
- Organize and facilitate community engagement activities for development projects.
- Prepare requests for proposals as required for project specific tasks. Facilitate compilation and review of all materials necessary for outgoing proposals.
- Review consultant and contractor/supplier proposals. Prepare bid analysis and request for award for review and approval.
- Compile, draft and track consultant agreements, subcontracts, change orders and purchase orders, as needed.
- Facilitate any other development related duties as instructed by the Senior Development Manager.

- Provide support as required to the development team to assist with various projects and assignments.
- Develop and maintain project files – Administration of project correspondence, filing, record keeping, etc.
- Prepare letters and edit outgoing correspondence.
- Schedule meetings, prepare agendas/documents, produce meeting minutes, and take initiative to follow-up on outstanding project deliverables.
- Prepare and distribute project updates and reports.
- Prepare and monitor Schedule.
- Review incoming invoices for accuracy and completeness as needed.
- Assist the accounting department on invoices, tracking and processing internal fee requests. Ensure payment to consultants and other parties when necessary.
- Facilitate marketing & sales and Tarion warranty.

### **Qualifications:**

- 3-5 years of relevant experience.
- Valid driver's license.
- Highly organized and methodical thinker.
- Background in construction, real estate, planning, and development is an asset.
- Knowledge of municipal review and approval process.
- Ability to read and understand design civil drawings.
- Ability to read and understand purchase and sale agreements, and amendments.
- Excellent computer skills and must be proficient in Word, Excel, PowerPoint. Bluebeam is an asset.
- Thrives in a fast-paced high-pressure environment.
- Excellent verbal and written communication skills.
- Ability to tackle issues and create solutions.
- Attention to detail.

Interested individuals are invited to submit their resumes to [careers@copegroup.ca](mailto:careers@copegroup.ca).

We appreciate the interest of all candidates, however only those selected for interviews will be contacted.