



# WOODBINE™

## **JOB DESCRIPTION**

**Title: Development Analyst, Intern**

Department: Property Development

Reports To: Director, Development

Date: February 27<sup>th</sup>, 2026

### **Job Summary**

The purpose of this role is to work with land development leadership, multi-disciplined consultant teams and government agencies to support the advancement of development approvals and other initiatives. In addition, this role will be responsible for the ownership and oversight of project budgets, proforma and other project underwriting requirements.

### **Key Accountabilities**

- Assist in the management of advancing planning application approvals including consultant and government agency communication, technical review of drawings and reports, tracking and reporting
- Assist in the management of land development projects providing planning subject matter expertise, technical research, and production of project schedules, meeting minutes, budgets, cost tracking, and reporting
- Manage, update and maintain projects proforma and other underwriting initiatives
- Conduct scenario analysis and sensitivity testing to support strategic planning and decision-making
- Manage small projects with development leadership oversight
- Conduct research and analysis on relevant planning policies, regulations, and guidelines to ensure compliance and provide recommendations to the development team
- Manage team resources and collateral including the ownership and maintenance of project-related documents, data, and drawings. and presentations
- Manage collaboration tools and associated documents

### **Key Success Factors**

- A university degree or diploma in business finance is preferred. Other disciplines to be considered include planning, engineering, architecture, construction management or project management (or an equivalent combination of academic and practical experience)
- 3+ years experience in land development, finance, and/or planning is preferred
- Must be a proactive, self-starting, detail-oriented individual with strong interpersonal and organizational skills
- Excellent English language both written and verbal communications skills are essential.
- Proficient use of Microsoft Suite, Miro, Bluebeam and Adobe Acrobat

## **WOODBINE ENTERTAINMENT GROUP**

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Tel: 416-675-3993 Fax: 416-213-2126 [www.WoodbineEntertainment.com](http://www.WoodbineEntertainment.com)



- Enhanced proficiency in Microsoft Excel
- Previous experience with document management software would be of benefit such as Aconex, Project Wise, Procore or Contract Management 14
- Demonstrated problem-solving abilities

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