community
LAND TRUST

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Community Land Trust Foundation of BC
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DEVELOPMENT MANAGER

Who We Are

Community Land Trust Group of Societies (CLT) is a non-profit, social purpose real estate developer whose purpose is to create, preserve and steward permanently affordable homes in diverse and mixed-income communities. We are owned by the Co-operative Housing Federation of BC (CHF BC) and are responsible to grow the stock of permanently affordable homes so that low and middle income residents – including those who are marginalized and at-risk – can secure and sustain their homes, enrich our communities, & continue to build the collective social wealth.

Who We Are Looking For

We are currently seeking a Development Manager, reporting to the Director, to join our team and play an integral role in the growth of our organization. You are passionate and energetic about making a difference in the Community Housing Sector and can bring a level of expertise in all phases of the development process to shape the future of our company and your career. You enjoy working in a fast-paced environment with excellent time management and organizational skills that can easily adapt to the changing needs of a development. You take pride in and will be responsible for being a project team leader and cultivating and maintaining relationships with consultants, municipal staff, and partner organizations. You are searching an opportunity and a company that fosters change

Key Responsibilities

The Development Manager will be responsible to select and lead the project team from conception through to completion for some high-profile and high value projects in Vancouver. They will manage the design process, liaise with the City, BC Housing, the community and expedite the development and building approval processes through all aspects of regulatory authorizations for a mix of multi-family and mixed-use developments within Metro Vancouver. Additional responsibilities include:

- Reporting and meeting minutes
- Prepare and update project proformas regularly to ensure budgets and reports are updated accurately.
- Due Diligence and Feasibility Analysis
- Identify issues and risks for expedited resolutions to keep projects on schedule and on budget while maintaining a level of quality
- Coordination with construction and building operations
- Legal contract review
- Manage building turnover.
- Review monthly progress claims and change orders.
- Attend construction site meetings
- Maintain knowledge in the Community Housing Sector and planning initiatives in Metro Vancouver.
- Build relationships with staff from all three levels of government.

Education and Experience:

- A degree in Urban Planning, Urban Land Economics, Construction Management, or a related academic discipline
- 7+ years recent, related experience in real estate development and planning
- Experience working with municipalities within Metro Vancouver is an asset
- Strong planning, organizational and facilitation skills
- Strong communication, social media skills
- Strong understanding of legal contracts and title documents
- Strong understanding of municipal governance structures, as well as where provincial and federal authorities can impact development and funding opportunities
- Solid project management skills
- Strong writing and editing skills for reports and documents
- Judgment and decision-making ability
- Attention to detail and accuracy
- Time management skills with a keen ability to multi-task and prioritize
- Proven ability in a deadline-driven environment
- Knowledge of Microsoft products (Excel, Word, PowerPoint, etc.)

WORKING REQUIREMENTS

- Valid BC Driver's License
- Ability to travel to project and site locations across the Metro Vancouver/Lower Mainland area

Compensation: we offer a competitive salary and benefits package
Employment Type: Full-time

Please send your resume and cover letter outlining your background and why you want a career in the Community Housing Sector to careers@cltrust.ca.