



SENIOR DEVELOPMENT MANAGER

Who We Are

The Community Land Trust (CLT) acquires, develops, and stewards co-ops and community-led homes and spaces. Our team of skilled industry leaders is aligned with our purpose and focused on creating and advocating for inclusive communities that members and residents are proud to call home. Established in 1993 by the Co-operative Housing Federation of BC (CHF BC), CLT is a non-profit social-purpose developer fostering diverse, sustainable communities and initiatives for today and tomorrow.

Our vision is an inclusive community of sustainable, permanently affordable co-operative and community-led homes and spaces. We exist to create, preserve and steward permanently affordable homes.

Who We Are Looking For

We are currently seeking a Senior Development Manager, reporting to the Director of Development and working closely with the CLT senior management team, to play a critical role in delivering affordable housing for 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 are self-motivated and proactive and enjoy working in a fast-paced environment with excellent time management and organizational skills that can easily adapt to the changing needs of development. You take pride in and will be responsible for being a project team leader and cultivating and maintaining relationships with the CLT departments, consultants, municipal staff, and partner organizations.

Key Responsibilities

The Senior Development Manager is responsible for managing the development of a portfolio of affordable housing projects within Metro Vancouver and Vancouver Island. They will lead or support early site identification activities and be responsible for the planning, consultant procurement, design, municipal approvals, review of complex residential and mixed-use financial pro formas, risk assessment, construction oversight, the project draws, and occupancy turnover to operations. This position also provides project leadership and coordination to a project team and works collaboratively with partners, including other non-profit societies, private sector developers, consultants, industry specialists, contractors, government ministries, municipality officials, First Nations, and various agencies in achieving project objectives.

Primary Responsibilities:

- Completing a comprehensive, detailed analysis of projects
- Prepare budgeting for Development Projects
- Completing development projects' due diligence and feasibility analysis from acquisition through approvals, construction, and operational handover on time and on budget

- Completing summary reports of each project for reporting with two audiences in mind: External funding partners and stakeholders and internal corporate reporting on an as-needed basis
- Analysis and identification of risks and opportunities associated with each project with a focus on expedited resolutions to keep projects on schedule and on budget while maintaining a level of quality.
- Coordination and collaboration with project consultants and construction teams, including contract review and management, attendance at design and construction meetings, management, review and approval of consultant and contractor invoices, progress claims and change orders.
- Coordination and collaboration with the Finance team to ensure the financial and legal requirements of each project are met in accordance with the legal funding agreement for each project.
- Coordination and collaboration with the Operations team to ensure the operational requirements of each project are met in accordance with the funding and operational agreements for each project and managed through building commissioning and handover.
- Maintain knowledge in the Community Housing Sector and planning initiatives in Metro Vancouver and Vancouver Island.

Requirements:

- A degree in Urban Planning, real estate development, construction management, or a related academic discipline
- 7+ years of recent, related experience in real estate development and planning
- Experience working with municipalities within Metro Vancouver and Vancouver Island is an asset.
- 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.

Skills and Abilities:

- Advanced project management skills
- Strong planning and organizational skills in a complex and fast-paced environment with the ability to meet intensive and changing deadlines.
- Effective negotiation, facilitation, influencing, persuasion, conflict resolution, and consensus-building skills
- Strong communication, critical thinking, and decisive ability to evaluate and problem-solve (sometimes with limited information)
- Strong writing and editing skills for reports and documents with attention to detail and accuracy.
- Time management skills with a keen ability to multi-task and prioritize.
- Knowledge of Microsoft products (Excel, Word, PowerPoint, etc.)

Working Requirements:

- Ability to travel to project and site locations across Metro Vancouver and Vancouver Island.
 - Driver's license and access to a reliable vehicle required.
- If necessary, the ability to work outside of this role's regularly scheduled workweek (i.e. evenings and weekends when required)
- Availability to work in the office or remotely under a hybrid work model.

Compensation: \$105,000-\$115,000 annually. Salary commensurate with experience. Additionally, we offer a comprehensive benefits package, including retirement and education allowances.

Please send your resume and cover letter to careers@cltrust.ca

We thank all applicants for their submissions, however, only those selected for an interview will be contacted.