

JOB POSTING – DEVELOPMENT MANAGER (FULL TIME)

Location: North Vancouver

Background

Hiyam Housing Society is an incorporated non-profit Society, newly formed by the Squamish Nation Council as part of its strategic priority to house every Squamish member within a generation. Our mandate is to provide and build affordable housing for low-to-moderate income families with a priority, but not exclusive, focus on Squamish Nation members.

The Squamish Nation has occupied and governed the territory since beyond recorded history. The Squamish Nation's culture is rich and resilient. We continue to practice our customs and traditions, which are strongly interconnected with our traditional territory. Together with our lands, our customs and traditions are the foundations of who we are as Skwxwú7mesh.

General Purpose

The Development Manager works in partnership with the Squamish Nation, private, non-profit and other levels of government and community groups to develop a range of housing options. New housing is created across the housing continuum, from supportive housing for the homeless to affordable rental and home ownership.

Summary of Tasks & Duties

Primary job responsibilities will be to plan, coordinate, implement and manage all activities related to the development of affordable housing. The position works closely with our partners and reports to the Chief Executive Officer.

- Evaluates the feasibility of potential development opportunities, conceptualizes a development program in concert with organizational mission and goals and makes recommendations to the senior team
- Undertakes a thorough feasibility analysis, financial funding analysis, need and demand assessment, site feasibility, traffic analysis and risk assessment and tests pro-forma scenarios to protect the mandate and investment
- Builds and fosters collaborative partnerships, generates strategies for optimizing program budgets and leverages funding to meet project and stakeholder objectives
- Plans and obtains land planning approvals, all construction permits and approvals in conjunction with development partners
- Ensures and spearheads the finalization of projects to allow for occupancy, including the preparation of reports and completion of all legal and financial documents
- Other tasks as assigned related to real estate development, policy development, organizational budgets, planning and administration

Education and Experience

- BA degree in urban planning, public administration, accounting, business, real estate, or related field

- 4 years of project management experience with a real estate development firm or related business
- Experience with lender or investor organizations can be substituted as partial experience
- Experience with community planning and contract management
- Experience working with an Indigenous organization, especially with issues confronting low-income Indigenous communities and families
- Experience working in a Non-profit organization

Skills

- Comprehensive knowledge of project management principles
- Thorough knowledge of real estate property development and construction and related business concepts, processes, and practices
- Effective interpersonal, project leadership and team building skills
- Knowledge of budgets, finance, and cost management
- Familiarity with various funding sources and application processes for affordable housing development
- Communication: excellent oral and written communication and presentation skills and the ability to communicate ideas and issues with a broad range of audiences where there may be diverging stakeholder objectives and opinions
- Strong computer skills in office automation and various software applications using spreadsheets, word processing, and database including MS Office Excel, Word, PowerPoint and Adobe

Salary and Benefits

As well as a competitive base salary dependent on the number of years of experience, we also offer corporate benefits.

- A generous compensation package which includes extended health and dental benefits and a superb pension plan
- Access to professional development funds and opportunities for career development
- Annual salary range: \$69,900 - \$85,000

Your cover letter and resume should be submitted as one document in your profile when applying for this position. **Deadline date to submit is August 4, 2023.** Please submit document to info@hiyamhousing.com

“Hiyam Housing Society is an equal opportunity employer”