

Job Description / Posting

Job Title: Planning & Development Manager – Full Time (40 hours)

Department: Real Estate & Development

Reports To: Director of Development

Location: North Vancouver Administration Office

Position Summary

The Planning & Development Manager provides project management and operational support across the full lifecycle of real estate development projects. Working closely with the Director of Development, this role coordinates project activities, manages documentation and reporting, supports planning and due diligence processes, and facilitates communication among internal teams, consultants, contractors, and community. The Planning & Development Manager plays a key role in ensuring projects are delivered efficiently, remain on schedule and budget, and align with organizational objectives.

Key Responsibilities

Project Planning & Coordination

- Coordinate and support development projects through planning, design, procurement, construction, and close-out.
- Monitor project schedules, milestones, and deliverables, identifying risks and supporting timely resolution of issues.
- Coordinate with architects, engineers, contractors, and consultants to ensure project objectives and timelines are achieved.
- Attend site visits to support due diligence, design coordination, and construction activities.
- Support change order reviews, project documentation, and contract administration activities.

Development Support

- Conduct background research, site assessments, policy reviews, and feasibility analysis to support development planning.
- Manage consultant procurement activities, including preparing Requests for Proposals (RFPs), coordinating submissions, and supporting evaluations.
- Coordinate and manage consultant due diligence activities throughout project planning and implementation.

- Maintain accurate project files, tracking systems, and version-controlled documentation.

Financial & Administrative Management

- Track project budgets and expenditures, supporting cost monitoring and monthly financial reporting.
- Process invoices, consultant claims, and other project-related financial documentation.
- Assist with budget management by monitoring project costs against approved budgets.

Governance & Reporting

- Schedule and coordinate meetings with internal teams, consultants, and others as required.
- Prepare meeting agendas, record minutes, track action items, and follow up on outstanding deliverables.
- Prepare monthly reports and supporting materials for the Real Estate and Development Committee of the Board for review by the Director of Development.
- Draft reports, presentations, correspondence, and briefing materials for internal and external audiences.

Public & Community Engagement

- Support community and public engagement activities related to development projects.
- Assist in preparing engagement materials, project updates, presentations, and communications.
- Support proposals, conference presentations, and communications initiatives, including social media content, as required.

General

- Provide day-to-day operational and administrative support to the Director of Development.
- Contribute to continuous improvement of project management processes, documentation, and reporting.
- Project management support for programs such as homeownership program and others as required.
- Perform other related duties as assigned.

Qualifications

Education

- Degree or diploma in Urban Planning, Real Estate Development, Architecture, Engineering, Project Management, Business Administration, or a related field. An equivalent combination of education and experience will be considered.

Experience

- 5 years of progressively responsible experience supporting planning, development, construction, or capital projects preferred
- Experience coordinating multidisciplinary project teams and external consultants.
- Experience supporting project budgeting, procurement, and contract administration.
- Experience preparing reports, presentations, and governance materials.

Knowledge, Skills & Abilities

- Strong understanding of the real estate development process from planning through construction.
- Excellent project coordination and organizational skills with the ability to manage multiple priorities.
- Knowledge of procurement processes, consultant coordination, and project documentation.
- Strong financial and analytical skills, including budget tracking and reporting.
- Excellent written and verbal communication skills.
- Ability to build collaborative relationships with internal and external stakeholders.
- Proficiency with Microsoft Office Suite and project management software.
- Strong attention to detail and ability to work independently in a fast-paced environment.
- Flexible and able to adapt to changing priorities while pivoting and working in a fast-paced environment

Preferred:

- Indigenous ancestry and/or lived experience working within Indigenous communities.
- Knowledge of local Indigenous community.

Working Conditions

- Possible combination of office, remote, and site-based work.
- Occasional travel to project sites and stakeholder meetings.
- Occasional evening meetings to support community engagement or Board committee meetings.

Salary and Benefits

- A generous compensation package that includes extended health and dental benefits and a superb pension plan.
- Access to professional development funds and opportunities for career development
- Salary Range: 70-75K per year

How to Apply

- Combine your cover letter and resume into a single document and submit it as your resume to HR@hiyamhousing.com.

CLOSES: July 27, 2026 at 4:00 p.m.