

JOB POSTING

Director of Planning and Development

Organization: Hiyám ta Skwxwú7mesh Housing Society
Position Status: Full-Time
Primary Location: North Vancouver

Job description

About Us

Hiyám ta Skwxwú7mesh Housing Society is an incorporated non-profit Society, formed by the Squamish Nation Council as part of its strategic priority to house every Squamish member within a generation. Our mandate is to manage and develop safe and affordable housing for low-to-moderate incomes with a priority on Squamish Nation members.

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.

Hiyám Housing 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.

About the Job

We are offering an exciting opportunity in anticipation of rapid significant growth with a solid pipeline of development projects that will be underway in the coming years. We have had great success from start up to a period of significant growth, including a number of exciting development projects on the Nation's territory.

We are seeking an experienced and dedicated Director of Planning and Development to lead and oversee our real estate development projects from conception to completion. The ideal candidate will have a minimum of 10 years of experience in the real estate development field, with a proven track record in managing complex projects, obtaining necessary approvals, and ensuring financial feasibility. The Director will play a critical role in shaping our vision and executing strategic initiatives.

About You

Primary job responsibilities will be to manage the real estate development process from visioning to developer partnership to construction and completion; ensure the successful completion of projects within established timelines, budgets, and in alignment with our objectives; successful navigation of the on reserve approvals process; experience with funding processes at all levels of government; proficiency in creating development proformas and assessing financial feasibility; and experience with affordable rental housing development is an asset. This position works closely with our partners and reports to the Chief Executive Officer.

Key Accountabilities

Design and Development Management

- Lead and coordinate design and approval processes.
- Lead and manage preparation of proposal applications for various funding sources for affordable housing development.
- Develop and execute project plans, schedules, and budgets for all assigned real estate projects.
- Guide architects, external development managers, and other design consultants while considering construction costs, desirability, and functionality.
- Direct and coordinate activities of junior development team members, including contractor staff.
- Lead and motivate the project team to ensure projects align with pre-development objectives.
- Manage projects to meet critical dates and quality requirements.

Consultations, Approvals & Agreements:

- Develop consultation and approval strategies and execute plans to a successful outcome.
- Understand the approvals process and necessary requirements for timely project delivery.
- Build and maintain collaborative partnerships with team members, partners, community, and industry professionals and government authorities.
- Effectively present information to the board, community members and stakeholders including Squamish Nation Council.
- Resolve conflicts in line with company values.
- Negotiate and coordinate required legal documents.

Strategic Leadership:

- Execute the project vision for development.
- Work with the executive team to establish project strategies and objectives.
- Lead and mentor team members.
- Identify value-add opportunities at all stages of project design and entitlement.
- Set benchmarks for sustainability and innovation.
- Demonstrate commitment to Squamish Nation community members.

Financial Analysis

- Conduct financial feasibility evaluations for development opportunities and establish project strategies.
- Prepare development proformas and monitor project costs and variances from budgets throughout the development process.
- Manage development budgets and provide monthly project status reporting.
- Work closely with Hiyám's finance teams to provide reconciliation of costs, manage tax, and provide relevant information to Hiyám's lending entities.

Team Development

- Lead and mentor team members.
- Foster the development of management practices within the Development Team that focus on continuous improvement, efficiency, and profitability.
- Encourage employees to identify innovative approaches to enhance team effectiveness.

Project Management:

- Work closely with the project team to create and manage the project schedule, ensuring key deliverables are achieved.
- Establish strong relationships and manage a group of outside consultants for complex development projects.
- Collaborate with legal counsel to prepare relevant legal agreements and project documentation.
- Coordinate with external construction partners to ensure projects are delivered on time, on budget, and to the company's quality standards.
- Ensure project risk controls including insurance are effectively implemented.

Communication

- Communicate in a timely and effective manner with internal and external partners, ensuring alignment and awareness of upcoming deadlines and deliverables.

Reporting:

- Provide updates to the senior leadership team regarding the project schedule, budget, approvals, and design process.
- Prepare reports and present to the Hiyám Development Board of Directors.

Special Projects:

- Other tasks as assigned related to real estate development, policy development, organizational budgets, planning and administration.

Desired Education and Qualifications

- 10 years experience in the real estate development field
- Business Administration Degree in Urban Planning, Public Administration, Accounting, Business, Real Estate, or related field
- Experience working in an Indigenous organization or working with Indigenous Communities, and knowledge of Indigenous traditions and territories

- Experience working in a Non-Profit organization

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 \$130,000 to \$150,000

Submit your cover letter and resume as one document in your profile when applying for this position. Please submit both documents to hr@hiyamhousing.com

Closes: Monday, September 7, 2026