

DEVELOPMENT MANAGER



Location: Metro Vancouver Region

Hours: Permanent Full-Time

Job Family/Career Level: P3

ABOUT SACRED WATERS

Sacred Waters Developments Ltd (SWD) is dedicated to fostering economic and social development opportunities for the Katzie, Kwantlen, and Semiahmoo First Nations.

The organization aspires to evolve into a multifunctional corporation, strategically providing services and economic development opportunities aligned with the group's collective vision. Its mission extends beyond internal initiatives, intending to offer these services to external clients while also addressing the specific needs of the Kwantlen, Semiahmoo, and Katzie First Nations. The overarching goal is to foster sustainable economic prosperity and expand upon economic opportunities that arise from collaborative nation-to-nation negotiations.

Sacred Waters Developments strives to be a leader in indigenous economic development, to foster long-term security for future generations while advancing cultural awareness and land preservation.

JOINING OUR TEAM

The Development Manager is a Permanent Full-Time position; the position is hybrid with remote and in-office work. You will be working with a supportive team towards generating wealth and prosperity for the people of the KKS Nations – Katzie, Kwantlen, and Semiahmoo. You will have the opportunity for continuous learning, development, and growth within your job and career.

We offer our Team Members generous benefits to help them achieve their goals and support our company culture.

APPLY HERE:

WHAT WE OFFER

Opportunities for career growth and development

Flexible working hours

Hybrid work environment - minimum 3 days in office for this specific role and the remainder is flex

Enhanced Health and Dental benefits

Generous vacation and PTO days

Professional Development allowance

Wellness Programs

ROLE REQUIREMENTS

To effectively meet project and strategic demands, Sacred Waters Developments seeks an enthusiastic Development Manager for its team. The role will report directly to the Director of Real Estate and will actively support the team in delivering a diverse portfolio of development projects.

The Development Manager will have the opportunity to contribute to Development projects from inception through to final occupancy. This will include support the project leads while continuously collaborating with our external project partners, and our colleagues across the organization.

The Development Manager plays a key role in supporting the teams with organizing and leading large complex planning and development projects. This opportunity offers lots of learning and growth potential within a fast-paced environment.

SCOPE OF THE POSITION

The Development Manager works in conjunction with the Directors and Executives on multiple projects at various stages of planning and real estate development. This includes leading and coordinating development projects, which may include researching, reporting, and analyzing information in relation to planning and real estate development opportunities, in addition to procuring and coordinating consultants, tracking project documentation, as well as leading financing applications. There is also opportunity for the Manager to be involved in strategic planning discussions as Sacred Waters Developments sets its strategic goals and growth.

The Manager's duties, responsibilities, authority, and accountabilities include, but are not limited to:

- Responsible for leading the execution of multiple projects, including leading internal and external teams in delivering successful projects, taking responsibility for the design, approval and delivery, including financial viability of development projects
- Representing Sacred Waters in interactions with municipal staff and politicians in support of our applications and issuance of rezoning, development and building permits
- Assisting with acquisitions due diligence and analysis, determining and making recommendations on the feasibility of multiple development scenarios
- Project reporting, including the creation and management of business plans and development pro formas
- Oversee or lead the preparation of briefs, project performance reports, project management reports, and spreadsheets.
- Coordinate with Finance team to track and manage project budgets and costs.
- Collect and provide any information required throughout the approval process.
- Coordinate project meetings, updates and take meeting notes.
- Communicate with the team on any project risks and provide solutions.
- Prepare construction contracts, legal contracts, and relevant project agreements.
- Prepare Market Research reports, financial analysis and feasibility studies.
- Create and maintain project files and handle project administration tasks like filing, record keeping, and correspondence.
- Review consultant and contractor proposals and prepare their agreements.
- Support requests for proposals and other procurement related tasks.
- Maintain current knowledge about bylaw changes, development and building regulations, and other government regulations that impact project feasibility.
- Works closely with Business Development to manage, maintain, and grow external business opportunities (i.e. non-profits, governments, private partnerships).

KNOWLEDGE, SKILLS AND EXPERIENCE

We are seeking for an individual who is interested in learning, growing, and working on meaningful partnerships to support values-based planning and development work. Suitable candidates would be efficient at managing a variety of tasks in a fast-paced work environment, with an ability to take initiative to new tasks and responsibilities in a start-up environment where there is opportunity to create and evolve processes.

Additional experience may include:

- Minimum 5-7 years of development experience within a land development, planning or construction environment.
- Bachelor's degree or diploma, or equivalent experience, in marketing, sales, property development, urban planning, or related field.
- Knowledge of municipal review and approval process.
- Previous working experience with social purpose projects such as BC Housing and CMHC is an asset.
- Good knowledge and understanding of the Real Estate market in Metro Vancouver.
- Strong organizational and time-management skills.
- Strong team player with solid communication skills.
- High levels of integrity and ability to handle confidential information.
- Ability to work independently within established guidelines and procedures and as a collaborative member of a team.
- Willingness to be flexible and adaptable to changing priorities.
- Ability to set and manage priorities to meet deadlines.
- Strong people skills and the ability to interact with colleagues and senior management to maintain quality.
- Proficient in MS Office software (Excel, Word, PowerPoint, and Outlook).
- Experienced with Revit and Bluebeam considered an asset.
- Required a valid BC Driver's License.
- Experience working with First Nations or non-profit organizations is an asset.
- Knowledge and experience with innovative construction methods such as Prefab, Mass Timber, or Modular is an asset.

SALARY RANGE: \$108,400 - \$135,000 (depending on experience)

APPLY HERE: <https://sacredwaters.applytojob.com/apply/4lcEgoPpsr/Development-Manager>