

DEVELOPMENT CONSULTANT (Development Manager)

ABOUT US

CitySpaces Consulting is an award-winning firm and leading provider of community planning, development consulting, and consultation services in communities throughout Western and Northern Canada. For 40 years, we have been committed to “building lasting, livable, and inclusive communities,” with a spotlight on social sustainability. We work with a variety of clients in the government, business, institutional, and non-profit sectors, and bring exceptional experience in managing projects from vision to completion. CitySpaces has helped to deliver 1,000s of non-market housing units, a variety of social enterprise projects, educational facilities, and other community projects. We are known for our professionalism, dedication, social ethic, and inclusive approaches.

With projects under construction and others in the planning stages, CitySpaces is seeking a **Development Manager** to join our firm. We are looking for someone to lead development projects in all aspects of project management — from planning and design, feasibility analyses, municipal approvals, community and interest holder consultation, funding applications, and construction oversight through to completion and project close-out.

This is a **full-time position** based out of either of our **Vancouver or Victoria offices**. We offer a hybrid working arrangement.

***Note:** This is not a Planner position. We kindly request that policy planners, researchers, social planners, and engagement specialists only apply to this position if they have at least three years of relevant experience in development and are looking to grow their careers in this sector.*

OUR TEAM

As development consultants at CitySpaces Consulting, we are:

- Passionate about social purpose real estate, caring for the people and places where we live and work;
- Curious and creative problem solvers, finding resourceful and collaborative ways to address issues;
- Good listeners, thoughtful advisors, and strong advocates;
- Committed and forward thinking, planning several steps ahead where we can; and
- Tenacious, firm, and persistent, working to drive our projects in our clients’ best interests.

THE POSITION WILL INVOLVE

- Working as a collaborative member of CitySpaces’ development consulting team on a variety of residential and mixed-use projects across Western and Northern Canada;
- Providing support to non-profit, Indigenous, public, institutional, and private sector clients in realizing their projects from vision and concept through to completion;
- Working with and coordinating interdisciplinary project teams;
- Preparing capital and operating budgets, proformas, cashflow analysis, and other financial reports;

- Tendering and contract preparation, construction contract oversight;
- Financial administration, including monthly claims;
- Design and cost control, including change orders;
- Reporting to clients through project teams and steering committees;
- Writing succinct reports and liaising with project partners;
- Periodic travel to sites throughout Western and Northern Canada; and
- Evening and weekend meetings sometimes required.

YOU WILL BRING TO THE ROLE

- Degree in planning, architecture, real estate development, engineering, business administration, or related field;
- A minimum of three years real estate development and/or construction experience, PMP certification an advantage;
- Experience working with non-profits and or public/institutional agencies an asset;
- Experience working with Indigenous groups and/or working in Northern Canada an asset;
- Resilient and determined personality, ability to negotiate and resolve conflicts;
- Effective communication skills, both verbal and written;
- Cooperative, energetic team player with a focus on productive outcomes and lasting relationships;
- Strong organizational and time management skills;
- Ability to coordinate approvals, design development, construction, and due diligence;
- Aptitude for budgeting and financial analysis;
- Knowledge of municipal planning and public consultation processes;
- Proficiency in Microsoft 365 and MacOS; and
- Ability to travel. A valid Driver's License is beneficial.

COMPENSATION, TEAM, + COMMUNITY

- In-house mentorship, training, and continuing professional development;
- Salary: \$90,000 to \$110,000, commensurate with experience. A higher salary may be considered for exceptional candidates with more senior level experience;
- Benefits: Extended health and wellness benefits package, and transportation allowance;
- Holidays: Three weeks of vacation, plus six personal days and four holiday days in December;
- Culture and Workplace: Working in a **collaborative** and **collegial** environment; a **highly supportive** culture and **inclusive** workplace; a focus on family and work/life balance;
- Values and Mission: CitySpaces prioritizes projects which are inspirational, meaningful, and result in community change;
- Volunteering: Community volunteer commitments are encouraged and supported;

- Work Arrangement: Minimum of three days per week in-office, based either in our Vancouver or Victoria office; and
- Professional Development: Payment of professional dues, funding for pursuing professional development (e.g. courses, training), and opportunity to learn about and contribute to community planning and social purpose development projects. Peer learning, skill-building and receiving mentorship are inherent to this position.

SOUND LIKE YOU?

- If so, please apply with a resume and cover letter to careers@cityspaces.ca by March 14, 2025.

CitySpaces evaluates job applicants based on skills, experience and the potential to carry out the job duties of the position. We believe in equitable access to jobs and opportunities regardless of age, gender, sexual orientation, faith practice, ethnicity, socio-economic background, place of origin, family situation, or other characteristics. We encourage all applicants interested in the position to apply. Indigenous applicants strongly encouraged (please self-identify).