



DEVELOPMENT COORDINATOR

CPA Development Consultants (CPA) is a boutique consulting and project management firm, focused on providing real estate development expertise to non-profit and public sector clients. Over the course of two decades, the team at CPA has successfully guided dozens of diverse multi-family residential and mixed-use projects through development and construction. Based on their experience and professional approach, CPA has established a broad and loyal base of clients and a diverse pipeline of challenging projects. To effectively deliver their expanded portfolio of work, CPA seeks a motivated Development Coordinator (Coordinator) to join their team. This is an opportunity to join an experienced team in a challenging role and contribute to the development of socially-focused housing projects.

The Opportunity

The Development Coordinator will work closely with an array of respected clients to facilitate the efficient delivery of essential housing and community projects. Guided by a clear understanding of clients' objectives, the Coordinator will play an integral role in project development, supporting and participating in day-to-day tasks as well as helping drive the development process. In collaboration with clients and internal colleagues, the Coordinator will work productively with municipal officials and stakeholders to secure project approvals. During project design, the Coordinator will coordinate and collaborate with consultant teams, manage contracts and other legal documents, maintain accurate files, and support the effective flow of communication with the team. During construction, the Coordinator will monitor project expenditures and schedules, and generally provide the support required to achieve key deliverables. Throughout projects, the Coordinator will coordinate documents and files, prepare reports, and facilitate communication. With the support of CPA Principals this meaningful role will continuously expand and diversify with experience and over time.

The position offers a salary range is \$70,000 to \$90,000 per annum, based on experience. In addition, candidates are eligible for a bonus of up to 10% per annum, company benefits and three weeks of vacation.

The Team Member We Seek

To consider this role, we asked that you have:

- Two to three years of direct experience with multi-family development projects, with prior experience with non-profit or community groups an asset;
- Post-secondary education in Commerce, Urban Land Economics, Real Estate, Planning, or Law;
- Current knowledge of the approvals process, ideally in various regions of Metro Vancouver;
- Business acumen and a thorough understanding of project financials and pro formas;
- Working knowledge of housing design and an ability to read design drawings; and
- Ideally, experience with Adobe InDesign and/or other graphic design programs.

To thrive as a member of the CPA team, you will need to be socially conscious, with a sincere commitment to working toward healthy communities. You will need to be a natural people-person, committed to creating and maintaining positive relationships across a broad variety of communities. You must consider yourself to be an excellent communicator, able to efficiently capture and convey information in written form and to provide compelling presentations. You will need to be confident in your abilities, highly self-motivated, and able to work autonomously yet openly. To ensure our client's important project goals are met, you will also need to be highly disciplined, organized, methodical, and detail-oriented. In every circumstance, you must be committed to working with sincerity and unwavering integrity.

To Explore

If you are looking for a challenging and rewarding career and meet the criteria above, please submit your resume, with cover letter to Kristina Morse via (klm@resolvesearch.com). We thank you for your interest and look forward to hearing from you.