



Vesta is located on the traditional, unceded territories of the x^wməθk^wəyəm (Musqueam), Skw̓xwú7mesh Úxwumixw (Squamish) and səliilwətaɣ̓ (Tsleil-Waututh) people. We are committed to Truth, Reconciliation and Equity.

ABOUT VESTA

Vesta is a woman-led development consultancy firm committed to delivering supportive and affordable housing projects across British Columbia. We firmly believe in the fundamental right of everyone to have a roof over their heads. Our approach to Project Development centers around building solid relationships between the community, stakeholders, and the project team. At Vesta, we prioritize delivering housing that caters to the needs of residents, the community, and housing managers. We take our role seriously, especially when partnering with non-profit and provincial organizations. Vesta is dedicated to doing things differently and upholding the principles of decolonization.

ABOUT THE ROLE

As a development manager, you will lead development projects from funding approval to post-occupancy warranty reviews. The development manager is responsible for all aspects of a project, including;

- Procuring and managing due diligence for all projects.
- Project budgeting, contract management, cash flows, and monthly mortgage claim submittals.
- Managing consultant design teams.
- Overseeing construction teams under CCDC-2, CCDC-5b, or CCDC-14 contracts.
- Chairing and managing project meetings.
- Providing monthly status reports to clients.
- Assisting in preparing and reviewing public RFPs for the design team and general contractors.
- Managing municipal approvals, including rezoning, OCP amendments, development permits, and building permits.
- Participating in the community engagement process for each project.
- Overseeing and managing project schedules.
- Reviewing and approving all consultant and construction draw requests.
- Ensuring the finalization of projects, allowing for occupancy, including the preparation of legal and financial documents.

The successful candidate must have an eye for budget detail and experience managing the design and construction of development projects. Our project reporting focuses on cash flow, monthly claims, and budget management. You must be well-organized and have systems for tracking and completing tasks.



ABOUT YOU

Vesta is seeking an individual with initiative and a passion for developing affordable and supportive housing. Our clients and colleagues are of paramount importance.

Required Skills and Qualifications:

- Minimum Bachelor's degree in Real Estate, Urban Planning, Land Economics or a related field.
- Minimum of 5 years of experience in real estate development with a proven track record of successful project delivery.
- Strong knowledge of zoning regulations, land-use planning, and environmental regulations.
- Excellent financial analysis skills, including experience in creating pro forma economic models.
- Exceptional communication and negotiation skills with the ability to build and maintain relationships with key stakeholders.
- Experience with budget and contract management, including consultant and CCDC contracts.
- Experience leading a development team as an owner's representative.
- Exceptional organizational skills and problem-solving abilities.
- Detail-oriented and thorough.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint, Teams, and SharePoint).
- Valid Driver's License.
- Ability to travel.

To apply for the Development Manager role, please contact Sarah Atkinson at sarah@vestaconsultants.ca.