TL HOUSING SOLUTIONS

1212 - 450 SW Marine Drive
Vancouver, BC V5X OC3

604 327 8760
TLHousingSolutions.com

Development Manager

TL Housing Solutions - Vancouver, BC

About TL Housing Solutions

TL Housing Solutions Ltd. is a British Columbia-based developer and builder specializing in non-market and social-purpose housing. We provide end-to-end development management and design-build services on a fee-for-service basis, partnering with non-profits, community groups, faith-based organizations and service agencies. With more than 17 years of experience, TL Housing Solutions has delivered over 2,400 housing units completed or in progress across the Lower Mainland and Vancouver Island, including affordable rental, seniors, supportive and healthcare-related developments. As an affiliate of the Townline Group of Companies, we draw on more than 40 years of development and construction experience to deliver complex projects with disciplined cost control, strong governance and proven execution.

TL Housing Solutions offers competitive compensation, an industry-leading Development Manager Bonus Program, comprehensive health benefits and an on-site gym and wellness centre. Our office is conveniently located at Marine Gateway on the Canada Line.

Position Summary

Reporting to the Vice President, Development, the Development Manager is responsible for managing a diverse portfolio of projects through the full development cycle, from feasibility and acquisition through design, approvals, construction and occupancy.

The successful candidate will bring full-cycle development experience, strong project management skills and sound judgement. This role requires a highly organized, proactive individual who communicates clearly, solves problems thoughtfully and is comfortable leading complex projects in a collaborative environment.

Key Responsibilities

Development and Project Management

- Lead projects through all stages of development and construction, managing milestones, schedules, deliverables, risks and approvals.
- Chair and coordinate project meetings, ensuring decisions, action items and follow-up requirements are clearly documented and completed.
- Lead multidisciplinary consultant teams and manage scopes, deliverables, schedules and performance across multiple active projects.
- Identify, manage and report on development risks, outstanding conditions and required actions.
- Coordinate project transitions between Development and Construction to support effective execution.

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Design, Consultants and Approvals

- Manage municipal approvals and permits, including rezoning, development permit and building permit applications.
- Oversee approval conditions, consultant deliverables and municipal correspondence to support timely resolution and alignment with project objectives.
- Act as the primary point of contact with municipal staff and regulatory authorities and support public consultation and stakeholder engagement as required.
- Review consultant submissions, drawings, reports and technical materials for completeness and alignment with project requirements.
- Evaluate relevant planning policies, regulatory changes and market information to inform project strategy and decision-making.

Financial and Due Diligence Management

- Prepare and maintain development pro formas, project budgets and schedules.
- Coordinate with Accounting and external consultants to track, reconcile and manage invoices and development budgets.
- Lead third-party costing reviews, due diligence activities and feasibility analysis to support project decisions.
- Monitor project costs and risks and develop strategies to address approval, design, budget and schedule challenges.
- Prepare project status reports, briefing materials and recommendations for senior leadership, partners and funders, and present information as required.

Agreements, Procurement and Documentation

- Manage the review, coordination and execution of legal agreements and development-related contracts.
- Lead consultant procurement, including requests for proposals, evaluations, recommendations and contract administration.
- Lead the preparation of responses to requests for proposals, ensuring submissions are complete, strategic and aligned with organizational objectives and proposal requirements.
- Maintain accurate and complete project files, approval documentation and correspondence to support effective governance and accountability.

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Qualifications and Experience

- Degree or diploma in a related field.
- 5–7 years of relevant real estate development experience, including managing development projects, municipal approvals and multidisciplinary consultant teams.
- Strong understanding of development pro formas, project financials, budgets and cost-control practices.
- Strong knowledge of municipal planning and approval processes in British Columbia.
- Strong communication, analytical, organizational and problem-solving skills, with the ability to manage multiple projects, priorities and stakeholders.
- Experience preparing and presenting reports, briefing materials and recommendations for senior leadership, external partners or funders.
- Proficiency in Microsoft Office, including Word, Excel, PowerPoint and Project.
- Experience with affordable, rental, mixed-use or social-purpose housing projects is an asset.
- Experience working with public-sector or non-profit partners, including BC Housing, CMHC, municipalities and non-profit housing providers, is an asset.
- Valid Class 5 driver's license and ability to travel to project sites, events and meetings as required.

This is a general description of the duties and qualifications required for the position and may be modified to meet the evolving needs of the organization.

TL Housing Solutions is committed to being an equal opportunity employer and to promoting diversity, equity and inclusion in the workplace.

Interested in joining our team? Apply here: Job Details | Recruitment

We thank you for your application, but only short-listed candidates will be contacted.