



**JOB TITLE:** Development Manager  
**SUPERVISOR:** Director, Development  
**DIVISION:** Head Office  
**DEPARTMENT:** Real Estate and Development

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The Real Estate and Development Department is committed to delivering storied places and communities that celebrate Squamish Values. The role of **Development Manager** will directly contribute to our objectives of creating long-term economic prosperity for the Nation and its Members and will provide leadership in the advancement of new and exciting projects throughout Squamish Nation Territory.

Our work assesses Squamish Nation lands and creates development plans that meet the Nation's social, environmental, cultural, economic, and political goals. Nch'kay was established in 2018 as the economic development arm of the Skwxwú7mesh Úxwumixw, Squamish Nation. Our mandate is to develop, manage, and own the active businesses of the Nation, and allow for the separation of business and politics within the Squamish Nation.

### **JOINING OUR TEAM**

**Development Manager** is a **Permanent Full-Time** position based at Nch'kay's Head Office. Our Head Office is in West Vancouver, BC on the traditional and ancestral territory of the Skwxwú7mesh (Squamish) Nation and its people. You will be working towards generating wealth and prosperity for the people of the Squamish Nation. You will be working with a supportive team. 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. We are looking for Team Members who align with our values, Squamish Nation values – Úxwumixw (Community), Sté Imexw (Collective), Nexwníw (Pride), Wená xws (Empowerment, Respecting Others), Siyá'ín (Leadership, Everyone has a role to play), Snew íyelh (Culture, Tradition, Resilience, Foundation, Teachings, Knowledge).

### **Scope of the Position**

Real Estate Development Manager to lead the execution of multiple projects, including

leading internal and external teams in delivering successful projects. Reporting to the Director of Development, the Development Manager will support the business by providing timely and detailed reporting of the design, approval, and delivery, including financial viability of development projects.

### **Duties, Responsibilities, Authority and Accountabilities**

#### **Acquisition:**

- Work closely with the Directors and Senior Leadership to conduct feasibility studies to source potential real estate development sites.
- Perform due diligence on the site, community engagement, such as environmental studies, permitting, appraisals, and geotechnical.
- Prepare and manage development pro-formats on an ongoing basis and at various stages throughout the development process to ensure the viability of development projects
- Coordinate and manage internal team members as well as external consultants (i.e., lawyers, architects, surveyors, geotechnical, environmental, developers, appraisers, etc.)
- Review legal documents (i.e., Letters of Interest, Construction Contracts, Contracts of Purchase and Sale, lease agreements, etc.)

#### **Development:**

- Draft and submit requests for proposals for all necessary consultants (i.e. architect, landscape architect, civil consultant, interior designer, etc.)
- Facilitate all rezoning, subdivision, development variance permit, and development permit applications as it pertains to development projects
- Maintain communication with all authorities and public stakeholders (i.e. The Squamish Nation, Indigenous Service Canada, city planners, council members, neighborhood/community associations, community organizations, and residential and commercial neighbors)
- Cooperate with municipal and Squamish Nation officials and community stakeholders to reduce political and public liabilities.
- Prepare and/or review all correspondence to be sent to municipal authorities, the Squamish Nation, internal partners, and public stakeholders
- Act as primary contact for all Nch'kay Development correspondence pertaining to development projects
- Perform project management tasks such as budgeting, project timelines, leasing, site inspections, contract review and management, and project administration.
- Ensure all applications are being processed and moving along as planned
- Successfully lead, report, and monitor Squamish Nation and Indigenous procurement strategies including, training and employment opportunities.
- Review disclosure statements and subsequent amendments, strata plans, strata budgets, etc.
- Manage all leads for potential commercial/retail tenants and resulting negotiations while

- coordinating all necessary documentation with the property manager
- Facilitate and manage construction financing requirements
  - Manage disclosure statement process for new developments
  - Drive projects from acquisition through to completion while maintaining objectives
  - Implement and update project management software
  - Train new real estate development staff as needed.
  - Maintain knowledge of the local market (residential and commercial) and overall economic environment.
  - Maintain strong and constant communication with internal team members.

#### **Other**

- Perform other duties as required.
- Adheres to and promotes Nch'kay's six Guiding Principles (Leadership, Trust, Respect, Wisdom, Competence, and Passion).
- Uphold Skwxwú7mesh Nation's Values in all aspects of work.
- Understand how property and assets are managed on First Nations and Federal lands.
- Drive community benefit by working with Squamish nation member owned businesses.
- Ability to work with the Squamish staff and community members.

#### **Knowledge, Skills, and Experience**

- Minimum five years of experience in real estate development or related industry experience
- A post-secondary diploma; preferably in real estate, business administration, or a related field
- Experience working with public-private partnerships
- Familiarity with zoning regulations and land use planning
- Working knowledge and understanding of real estate development processes, from acquisition to delivery
- Ability to meet multiple deadlines and work in a fast-paced environment
- Good 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 member of a team.
- Willingness to be flexible and adaptable to changing priorities.
- Strong multi-tasking and organization skills.
- 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, and Outlook).
- Required a valid BC Driver's License and access to a reliable vehicle
- Experience working with First Nations is an asset.



**How to Apply**

To learn more and to apply for this opportunity, please send your resume to [ash@taylorryan.com](mailto:ash@taylorryan.com).