

## Development Manager Opportunity

### Who We Are:

Terra Social Purpose Real Estate (Terra Housing), established in 1984, has been a resource to the community housing sector, including non-profit organizations and urban Indigenous groups who need a dynamic team with the experience and knowledge to guide them through the real estate development process. A significant portion of our projects are located in the Lower Mainland, but do include projects all across B.C., with funding from programs coming from municipal, provincial, federal housing agencies, Indigenous funders, and market development partnership opportunities.

### Our Approach:

We support communities in developing, preserving, and optimizing the value of their real estate assets for community benefit. This includes the creation of affordable housing, community spaces, and other social purpose projects that support safe, stable, sustainable living and enhanced quality of life. Terra is led by a committed and passionate team who care about their communities and individually possess diverse skill sets in development, financing, project claims, project management, and asset management. We are united in our desire to improve access to affordable housing and safe community spaces.

### Our Journey:

Terra Housing was established in 1984, when we recognized that many non-profits wanted to develop affordable housing but needed someone with experience and knowledge to guide them through the real estate development process and to represent their interests.

Today, Terra is one of the most trusted and experienced companies specializing in social purpose real estate. Since our founding, we have successfully delivered over 300 projects, representing more than 16,000 units of affordable housing and community development.

### About the Role - Development Manager:

This is a full-time position based out of our Vancouver office. As a key player in our dynamic team, you will drive social change through real estate development, overseeing projects from the proposal stage to post-occupancy closeouts. Collaborating with the Partners and senior development team, you will ensure projects are successful and completed within timelines and budgets and aligned with our clients' objectives.

### Responsibilities:

- Lead projects that achieve our clients' objectives, from the implementation of successful proposals, to defining project development goals and milestones to completion.
- Collaborate with clients in developing comprehensive business plans as part of clarifying objectives and allocating resources effectively.
- Collaborate with and ensure Terra staff have adequate information and direction on projects to carry out their roles and responsibilities.
- Ensure the contractual structure aligns with the business plan and cash flow expectations among development partners.

- Develop and manage project budgets.
- Assemble and coordinate the development team, including architects, construction managers, contractors, and other consultants who you will manage throughout project including tendering and contract preparation.
- Coordinate and document requirements for compliance of construction lending, grants, equity, and authorities having jurisdiction.
- Establish and manage development schedules and ensure project milestones are achieved and well-documented.
- Generate monthly project reports, including financial status, cash flows, change order management and quality assurance.
- Facilitate regular project meetings to ensure effective communication and to efficiently manage project workflow, including developing and maintaining project steering agendas and minutes in a timely manner.
- Drive project vision and overall value for clients and ensure projects are delivered on time and on budget.
- Assist the development team in resolving conflicting objectives in collaboration with clients and stakeholders.
- Manage projects in origination, development, construction and close out at any given time.
- Attend regular staff meetings and contribute to ongoing improvements in administrative systems and procedures.
- Foster continuous growth and expand your knowledge in social purpose real estate development and project management.
- Undertake any other duties as required from time to time.

### **Knowledge, Skills, and Abilities:**

- Minimum of 5 years of related experience in real estate development.
- Strong financial modeling skills and experience with development cash flows.
- Motivated, organized and driven to deliver on projects with minimal supervision.
- In-depth understanding and experience with development processes and funding approvals, and coinciding experience in real estate development management.
- Experience and understanding of CCDC construction contracts.
- Confident communicator in coordinating with stakeholders both internal and external.
- Capable of clearly communicating and articulating project challenges, developing creative solutions to challenges, and challenging assumptions in a group setting.
- Enables project success by being able to identify and address project priorities and critical items.
- Professional written and verbal communication skills along with demonstrated ability to communicate in group settings taking into account varying stakeholder priorities.
- Experience with social purpose real estate development and knowledge of funding programs, opportunities, and approval processes.
- Proven ability to communicate, advise, and lead client executives and boards on project issues.
- Ability to manage a minimum of 5 projects and competing demands simultaneously.
- Familiarity with contracts and consulting agreements.

- Knowledge of feasibility analysis, community consultation and municipal development approval processes.
- Client focused and able to negotiate and resolve conflict.
- Related professional training is desirable, including Project Management Professional designation.
- Experience working with Indigenous communities and knowledge of Indigenous traditions and territories is a desirable asset.
- Experience in construction is also considered an asset.

### **Why Join Us:**

Be part of a dynamic team driving positive social impact through impactful real estate projects with clients that include non-profit housing societies, First Nations, urban Indigenous groups, and government. Terra is certified in the Partnership Accreditation in Indigenous Relations (PAIR) program which underlines our commitment to economic reconciliation.

You can expect to work on social purpose projects across the province, ranging from wood frame buildings to larger concrete projects, in various stages of development.

Expected annual pay range is \$95,000 - \$125,000 plus an annual performance bonus commensurate with responsibilities, experience, and performance. We offer an excellent benefits package along with flexible work hours, and a hybrid working arrangement. Terra encourages healthy and happy people by supporting a collaborative and rewarding work environment, opportunities for professional development, and a work-life balance with flexible hours.

By joining our team you will be contributing to meaningful and culturally significant initiatives as a part of one of B.C.'s largest development consulting firms.

If you're ready to make a difference, please send us your cover letter and resume!

Contact - [careers@terrahousing.ca](mailto:careers@terrahousing.ca)

**Applications must be submitted with a cover letter.**

Please apply before March 26, 2025.