



Aboriginal Housing Management Association  
*Celebrating 25 Years*

## JOB POSTING – DEVELOPMENT MANAGER

External Posting / Updated: March 2024

**Please submit your application to:**  
**[jobs@ahma-bc.org](mailto:jobs@ahma-bc.org)**

*This posting will remain open until the position is filled.*

We thank all applicants for submitting their application; however, only those candidates who clearly indicate in their application how they meet the qualifications for this position will be considered. Please note that a criminal record and credit check may be performed as part of the final selection process.

### About AHMA

Located on the Skwxwú7mesh (Squamish) Nation Territory in West Vancouver, BC, the Aboriginal Housing Management Association (AHMA) exists to make a difference in urban, rural and Northern housing. We oversee the administration of operating agreements between housing providers and Aboriginal housing organizations, keeping everyone's best interest in mind and developing and maintaining relationships of trust. Every employee on our team is integral to ensuring our success and the success of the Housing Providers we serve.

To learn more about AHMA and what we do, please visit our website at:  
[www.ahma-bc.org](http://www.ahma-bc.org)

### Overview:

Ha7lh skwáyel– *Squamish for "Good morning/afternoon."*

### JOB SUMMARY

Reporting to the Manager, Portfolio Planning & Development, the Development Manager contributes to the success of the organization by providing project leadership and expertise on new development projects for the Indigenous housing sector.

### Who we are looking for:

For a full listing of the Developmenty Manager's key responsibilities and preferred knowledge, skills, and abilities, please see the full job posting on our website at [www.ahma-bc.org](http://www.ahma-bc.org).

### Training, Education, and Experience

- University degree in business administration, project management, land use planning, or real estate development and financing or a related field.
- Minimum 5 years' experience in project management with expertise in development of multi-unit residential housing, preferably in the non-profit sector market; Project Manager Professional designation an asset.
- Comprehensive knowledge of municipal planning; public consultation processes; design, development and delivery processes; project tendering and construction processes; and warranty, handover and operational processes related to real estate development and construction.
- Proven experience working with Aboriginal people; direct experience working within a First Nations environment is a definite asset.

*(A combination of education and experience may be taken into consideration)*

### Critical Success Factor:

The core of our business is serving the Aboriginal community; therefore, a critical success factor for any person who joins the AHMA team is to have an in-depth understanding of Aboriginal people and Aboriginal culture, preferably with strong British Columbia connections.

Team members are expected to have gained this understanding through lived experiences, whether it is from being of Aboriginal ancestry or working closely with Aboriginal communities. Preference will be given to applicants of Aboriginal ancestry as per Section 41 of the BC Human Rights Code (self-identify).

Chet kw'enmantumiyap – *Squamish for "We are thankful to you all."*



## JOB DESCRIPTION - DEVELOPMENT MANAGER

Reports to: Manager, Portfolio Planning & Development

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### ROLE DESCRIPTION

Reporting to the Manager of Portfolio Planning & Development, the Development Manager contributes to the success of the organization by providing project leadership and expertise on new development projects for the Indigenous housing sector. Their leadership manages the initiation, planning, design, risk assessment and delivery of a portfolio of complex and diverse social, affordable and mixed market housing, group home and specialized facility developments through all project development phases, from initiation through to warranty inspection and occupancy.

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### KEY RESPONSIBILITIES (INCLUDING BUT NOT LIMITED TO)

#### SUMMARY

- Provides project leadership and coordination to a project team and works collaboratively with project sponsors and partners, including societies, private sector developers, consultants, industry specialists, contractors, government ministries, municipality officials, Health Authorities, First Nations and various agencies in achieving project objectives.
- Specific responsibilities vary depending on the role AHMA is playing in each project, whether as a funding/delivery agency and lender (for social housing projects where the Society has a development consultant) or as project manager and lender for directly delivered projects.
- Accountable for ensuring that all due diligence requirements have been considered and completed, and that the various funding and finance models abide by Provincial fiduciary requirements.

#### PROJECT DEVELOPMENT

- Identifies and promotes business ideas with governments, health authorities, non-profit societies, First Nations, community agencies and the private sector to create innovative and strategic opportunities for the development of affordable housing. Builds and fosters collaborative partnerships, generates strategies for optimizing limited program budgets and leverages funding to meet project and stakeholder objectives.
- Reviews and evaluates real estate project proposals from non-profit societies, ministries, First Nations and other organizations for the development of non-profit and market rental housing under a variety of housing programs. Conducts a due diligence review of all proposals by assessing proposed project sites, land use and zoning requirements, geo-technical issues, building designs, construction specifications, cost estimates, development schedules and management plans. Undertakes a thorough feasibility analysis, financial funding analysis, need and demand assessment, site feasibility, traffic analysis and risk assessment, and tests pro-forma scenarios (sensitivity analyses) to protect the government's mandate and investment. Works



closely/collaboratively with Lending Services and Operations Branch to ensure projects meet BC Housing's fiduciary responsibility to the Provincial Government and ensures projects adhere to the mandates and requirements as set out under specific housing programs. Signs off that applicants have met requirements as set out under specific programs. Recommends rejection of proposals where appropriate and for those of merit, prepares a thorough business case evaluation, including recommending motions for approval.

- Once projects are approved, participates in negotiations with Non-Profits and works closely with legal advisors to finalize legal agreements, contracts and documents in order to proceed with development phases.
- Develops real estate project scope, capital and operating budgets, lending parameters, risk profiles and development and construction schedules and works closely with stakeholders to determine where efficiencies, compromises and/or alternatives can be utilized to achieve the desired financial outcome for each project. Ensures appropriate risk mitigation measures are in place to control risks and ensure desired results.
- Writes scopes of work and coordinates the preparation of supplementary documents to support public tender calls for consultant services and construction contracts. Working in accordance with procurement policies, undertakes contract negotiations and follows up with any paperwork required to bind the contractual relationship.

#### **Real Estate and Community Engagement**

- Assists and supports appropriate representatives in the negotiation and completion of land acquisitions if directly delivered, or assists and supports the Non-Profit Society if Non-Profit Society led, and ensures that all pertinent due diligence is completed and adequately analysed for risk.
- Ensures all municipal development requirements, including rezoning, Official Community Plan amendments and bylaw changes are met, and that development, building and occupancy permits are in place.
- As projects move through the municipal process, participates in a collaborative multi-stakeholder communications process, as well as public consultation meetings, to ensure the development plan is correctly conveyed and that incoming and outgoing messaging is accurately documented and incorporated in accordance with project needs and policy requirements.

#### **Partner Collaborations**

- Depending on the nature of each project, leads or manages stakeholder relationships with BC Housing, non-profits, municipalities, developers, consultants, contractors, neighbourhood groups, architects, lawyers and others throughout the development and construction process. Ensures understanding with respect to Federal, Provincial, Municipal, BC Housing, and AHMA policies, procedures, standards, and sustainability guidelines. Responds to requests for information and facilitates the resolution of issues that could hinder the achievement of project objectives.
- Undertakes cross-branch collaboration at the onset and throughout the duration of the project, liaising with AHMA and BC Housing branches and departments, including but not limited to working jointly in collaboration with BC Housing's Development Services leadership and staff to ensure alignment with equivalent roles and all related policy and procedures for development projects.
- Provides project leadership and guidance to other project team members. Meets with the development team on a regular basis, conducts on-site visits where necessary and resolves project issues as they arise.

#### **Project Reporting and Communication**

- Oversees and monitors the progress of projects including schedules, budgets, and financial and lending metrics. Administers, reviews and approves progress payments and funding disbursements, and authorizes



adjustments to contracts where required. Keeps management and funding partners apprised of project status, financial impacts, and issues of concern, and provides recommendations and solutions to senior management for consideration.

- Ensures and spearheads the finalization of projects to allow for occupancy, including the preparation of reports and completion of all legal and financial documents which may include Strata documents, Air Space Parcel Easements, Disclosure Statements, Reciprocal Easement Agreements or Cost Sharing Agreements. Ensures the smooth transition of projects from Development & Asset Strategies Branch during development to Operations Branch at the commencement of occupancy.
- From time to time, attends or makes presentations at various technical forums and seminars, maintains a good knowledge of current industry practice and building code requirements, and stays current with construction costs, general housing market conditions, project management techniques and legal updates affecting the general housing industry.
- Conducts special studies, makes presentations and participates in task force and committee work.

In addition to the key responsibilities described, all members of the Asset Management team are knowledgeable of all team members responsibilities, provide cross-over support of their duties whenever needed, and support the completion of organizational goals not defined here within.

### **EDUCATION & EXPERIENCE:**

- University degree in business administration, project management, land use planning, or real estate development and financing or a related field.
- Minimum 5 years' experience in project management with expertise in development of multi-unit residential housing, preferably in the non-profit sector market; Project Manager Professional designation an asset.
- Proven experience working with Aboriginal people; direct experience working within a First Nations environment is a definite asset.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Well developed skills in prioritizing, organization, decision making, time management, and verbal/written communication skills.
- Focused, versatile, dependable, multi-task oriented, flexible, positive, able to adapt effectively to challenging and emergency situations.
- Comprehensive knowledge and understanding of project management philosophies, theories and principles, including project scoping, budget development/financial management, scheduling, tendering, quality assurance, risk management and project team coordination.
- Comprehensive knowledge and understanding of real estate property development and construction, and related business concepts, processes, and practices.
- Comprehensive knowledge of municipal planning; public consultation processes; design, development and delivery processes; project tendering and construction processes; and warranty, handover and operational processes related to real estate development and construction.
- Working knowledge and understanding of BC Housing's housing programs, and development and lending policies specifically relating to the development of social housing.



- Ability to coordinate planning, design development, construction and due diligence activities within a regulatory framework for a range of projects, and balance diverse interests, risks and benefits in achieving project objectives.
- Ability to analyze and solve complex and challenging issues, strategize options, form solutions, mitigate risks and make effective decisions, using a high degree of judgment and business acumen.
- Ability to develop, influence and manage collaborative and mutually beneficial relationships with stakeholders/ partners, interest groups and public.
- Ability to prepare detailed and complex reports on real estate property and planning, design, development and construction matters.
- Effective planning, organizational and time management skills in a complex and fast-paced environment with defined timelines.
- Effective negotiation, facilitation, influencing, persuasion, conflict resolution and consensus building skills.
- Effective interpersonal, project leadership and team building skills.
- Excellent oral and written communication and presentation skills, and the ability to communicate ideas and issues with a broad range of audiences, including industry professionals, clients, partners and stakeholders, where there may be diverging stakeholder objectives and opinions.
- Advanced computer skills and knowledge of current business applications, particularly complex spreadsheet, scheduling management and project management software.
- Excellent personal motivation with a proven ability to build and work collaboratively in a strong team concept environment.
- Strong computer skills in Microsoft Office.
- Able to travel and work periodic evenings and weekends.
- Possession of valid BC Driver's License and reliable vehicle. Ability to travel within BC as required.