JOB DESCRIPTION

DIRECTOR OF REAL ESTATE DEVELOPMENT

THE ORGANIZATION

Greater Victoria Housing Society is a registered charity and non-profit organization dedicated to providing affordable rental housing for low to moderate income households.

PURPOSE OF THE POSITION

Reporting directly to the Executive Director, the Director of Real Estate Development leads the development of new housing projects targeted to our client groups.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities are as follows:

- Identification of viable projects and preparation of business cases to support the Board of Directors in making decisions.
- Consultation with staff to develop project concepts and specifications.
- Lead the municipal approvals process including assembling required documents, and consultation with neighbors, elected officials and stakeholders.
- Applying for funding and financing, including alternative sources of funds such as community investment funds.
- Developing financial pro formas and writing business plans for multi-unit residential projects.
- Act as project manager for projects under development including:
  - Developing capital budgets.
  - Developing schedules with critical path milestones.
  - Tendering all contracts for professional services.
  - Managing contracts and acting as lead contact for all professional services and the construction team including chairing regular project meetings.
  - Manage payments and the claims process during construction and reconcile budgets at end of construction.
  - Monitor expenses against the budget.
  - Review all contract changes and coordinate change control process – maintain records of all changes and required approvals.
  - Regular reporting to funders and the Executive Director on project progress.
  - Monitor and assist the design teams in addressing deficiencies following substantial performance.
- Oversee completion of maintenance procedure instruction, systems demonstration and proper delivery of Operating Manuals.
- Ensure a maintenance schedule is adopted by the Property Operations department.
- Undertake post-completion reviews and verify close out documentation and coordinate the one year warranty review.
- Maintaining all records for the project.

- Develop strategies for leveraging the society’s assets to develop new projects.
- Make recommendations to the Board of Directors on new actions, goals and targets related to the development of new housing.
- Make recommendations to the Board of Directors with respect to financing, debt and financial sustainability of projects.
- Develop and manage timeliness for various activities to ensure strategic plans and critical development processes are carried out in a timely manner.
- Seek and develop viable partnerships to advance the society’s goal of creating new housing.
- Prepare regular reports on progress, budgets, and expenditures related to the management of real estate development activities.
- Mentor, supervise and develop junior staff.
- Perform other related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the social/affordable housing sector.
- Knowledge of local government development approvals processes.
- Knowledge of federal and provincial and local government grants/programs for affordable housing.
- Knowledge of policies, guidelines and statutory requirements relevant to real estate development.
- Knowledge of best practice in real estate development.
- Computer skills including basic knowledge of e-mail, internet, word processing and spreadsheet software.
- Ability to analyze various real estate development opportunities, including financial analysis.
- Ability to develop feasible plans and successfully implement the plans.
- Ability to lead teams to accomplish goals.
- Ability to work in a fast paced, multi-task environment.
- Ability to deal with diverse stakeholders.

**EDUCATION AND EXPERIENCE**

- A College diploma or university degree in a related field such as Business, Real Estate, Architecture or Urban Planning.
- A minimum of ten years’ experience working in real estate development including experience with project management and project costing of new development from concept through municipal approvals, financing, construction and occupancy.
• Experience working on projects in excess of $10,000,000.
• Experience developing financial pro formas and business plans for new development.
• Experience in paying claims for construction and managing deficiencies, holdbacks and warranty reviews.
• Experience securing financing for real estate projects.
• Experience working in partnerships.
• Experience developing consultation plans and leading consultation activity.
• Experience managing relationships with key stakeholders and contracted professionals.

REQUIREMENTS

• GVHS will make a commitment of two years employment (dependent on performance). On-going employment will depend on the level of funded development activity.
• Work hours are flexible and dependent on project needs.