



Position Title: Program Manager, Housing Business Development

Position Status: Full-Time Regular

Department: Regional Planning & Housing Services

Employee Group: Exempt

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: Professional / Technical, Level 4B (\$138,719.13 - \$163,194.52 annually)

Our Regional Planning & Housing Services Department is seeking a Program Manager, Housing Business Development who will work closely in a team environment and use their considerable development expertise to advance an ambitious program of mixed-income housing projects throughout the region.

You are: A driven professional with a track record of successful projects who is motivated to apply your creativity, innovation and knowledge of fundamentals of development finance to maximizing the impact of Metro Vancouver Housing's investments in affordable housing and to designing excellent communities.

The Program Manager, Housing Business Development reports to the Director, Housing Planning & Development.

This role:

- Leads a team of professional staff and works as a specialist responsible for generating, analyzing and advancing concepts for viable development and redevelopment opportunities for Metro Vancouver Housing (MVH). Works with the Director to create strategies and targets that support strategic Board and corporate directions to increase the supply of affordable housing units in the region.
- Participates in the creation of comprehensive, portfolio-based development strategies; conducts scenario analysis to provide periodic updates to MVH's Affordable Housing Plan and real estate strategy.
- Leads new developments during the initial concept stage; oversees development documents from architects and other design consultants and runs development pro-formas to ensure concepts are viable, cost effective and meet MVH, municipal and funder requirements for affordability.
- Stewards housing (re)development plans through municipal permit processes to the rezoning and development permit stage; ensures projects achieve approvals within benchmarked timeframes. Works closely with the construction team to ensure projects are compliant with all municipal requirements.

- Guides and prepares complex funding applications; negotiates business terms with other levels of government, non-profit organizations and other external stakeholders. Builds and maintains strong relationships with funders and private sector partners. Identifies and secures grants to support financing of affordable housing developments.
- Contributes to budget preparation, reporting and resource allocations; monitors and controls spending ensuring effective and efficient expenditure of funds. Works closely with the Director to determine priorities and contributes to the preparation of long range strategic plans of the division.
- Hires, supervises, directs and develops staff and monitors performance towards division, department and corporate objectives; ensures adherence to collective agreements and corporate policies and provides feedback regarding development and performance expectations. Leads, coaches and mentors staff recognizing the importance of leadership, supervisory and technical training; develops and sustains a flexible workforce encouraging staff to pursue opportunities that complement their skills and experience.
- Works collaboratively with staff and acts as a resource to resolve complex technical, operational or interpersonal issues they encounter while doing their work. Ensures common understanding of long term goals and contributes to the strategic planning initiatives of the division and department.
- Remains current with industry and technical developments, and market trends to best guide the direction of Metro Vancouver Housing.
- Performs other related duties as required.

To be successful, you have:

- University degree or diploma in Business, Commerce, Urban Land Economics, Urban Planning, Architecture, Engineering, or other relevant discipline. 7 years recent related experience; or an equivalent combination of training and experience.
- Prior experience delivering non-market affordable rental housing and familiarity with government funding programs for housing affordability are assets.
- Extensive technical expertise and strong understanding of relevant planning principles, methodologies, practices and research techniques related to the evaluation of business development opportunities for MVH. Demonstrated ability to provide strategic leadership amongst various disciplines, departments and external stakeholders.
- A strong understanding of development financials and demonstrated ability to assessing the viability of housing projects through detailed pro-formas.
- Demonstrated ability to prepare complex funding applications and negotiate business terms with other levels of government, non-profit organizations and other external stakeholders.
- Ability to work under broad direction and use independent judgment to provide advice on issues of consequence for the organization.
- Excellent oral and written communication skills, including the ability to effectively listen, persuade others, and resolve complex problems using a high degree of independent judgment. Superior business writing skills including the ability to write memos and reports. Exceptional attention to detail and demonstrates flexibility to adjust to changing circumstances.

- Demonstrated ability to build and maintain effective working relationships with internal and external contacts under circumstances that may be political and sensitive. Skill in dealing openly, tactfully and sensitively in a variety of situations including dealings with the public, member municipalities, government agencies, and contractors. Builds a strategic network of relationships with outside groups relevant to field of specialty. Ability to establish clear expectations and effectively resolve differences; strong ability to prevent the escalation of conflict.
- Proven ability to use judgment to resolve complex problems; ability to develop new procedures and plans to address problems considering the long-term implications of decisions and actions. Seeks to include staff in decisions that will impact them; works cooperatively to resolve differences of opinion.
- Ability to manage a complex portfolio of work while establishing ambitious and challenging goals; demonstrates persistence in overcoming obstacles.
- Sound ability to supervise, coach and guide others while enhancing individual and team effectiveness. Ability to mentor and foster the development of direct reports.
- Proficiency using Microsoft Office programs including Word, Excel, Outlook and PowerPoint.
- Valid BC Class 5 Driver's License.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancover.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by October 30, 2024.