



Helping to make WHISTLER the place you call HOME
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Whistler Housing Authority

The [Whistler Housing Authority \(WHA\)](#) is a non profit organization created and owned by the Resort Municipality of Whistler to oversee the development, administration and management of resident housing in Whistler. Embracing the goal of housing at least 75% of employees locally within Whistler, the WHA continues to maintain and grow its inventory of resident restricted housing so that both long-term rental and ownership accommodations are available and affordable for local income earners and retirees.

Whistler is one of only a few resort communities in North America with an organization such as the WHA and is seen as a leader in the development and operation of a robust community-entrenched housing program.

The Whistler Housing Authority has an opportunity for qualified individuals to apply for the position of **Resident Housing Development Manager**, reporting to the WHA General Manager.

This is a full-time term position starting June 4, 2018 continuing through to December 12, 2019.

On-going employment following December 2019 will depend on funded development activity.

Resident Housing Development Manager Job Description:

The Resident Housing Development Manager is an integral part of a passionate and committed team dedicated to providing housing options to those who live and work in Whistler. Drawing on the vision and mission of the organization, the WHA's Housing Development Manager will plan, organize and execute a wide variety of administrative and management functions to assist in the development of new resident housing opportunities for the Whistler community. This role suits a self-motivated, progressive thinker with extraordinary communication skills and the passion to build upon the successes of Whistler's resident housing program.

Key Responsibilities of the Resident Housing Development Manager:

- Support, promote and continue to develop Whistler's Resident Housing Program;
- Work with WHA and municipal staff to develop new resident housing projects;
- Assist WHA General Manager in preparing capital budgets and financial pro formas;
- Advance strategies for leveraging the organization's assets to develop and fund new housing projects;
- Apply for external funding and grants, and assist WHA General Manager with construction financing options for new housing developments;
- Responsible for maintaining complete and accurate records for new housing developments;
- Accurately code invoices and match contracts and expenses for new housing projects;
- Liaise with WHA rental inventory property management team;
- Be knowledgeable on Resident Housing Covenants;
- Attend WHA bi-monthly Board Meetings, including preparing project reports and delivering presentations;
- Assist in conducting research on housing trends, demographics and economic data related to housing development activities;
- Engage with community and regional stakeholders and other municipalities on affordable housing best practices; and
- Perform other related duties as required.

Minimum Education and Professional Work Experience Required:

- Post-Secondary Degree in Planning, Housing, Real Estate, Architecture, Engineering, Construction or Project Management. Graduate studies in a relevant field will be considered an asset.
- Minimum five years of professional work experience in real estate development or construction industry.
- Demonstrated experience providing administration for multiple projects and initiatives.

Technical Knowledge and Skills Required:

- Good understanding of Whistler and the WHA's Resident Housing Program;
- Intimate knowledge of residential housing development and experience working on multi-family projects;
- Demonstrated financial acumen and experience working with detailed pro formas and forecasts;
- Familiarity with local government development approvals process;
- An understanding of high-performance and energy efficient building practices;
- Awareness of federal and provincial grants & programs for affordable housing an asset;
- Excellent oral, written and communication skills including preparing reports, presentations and data management;
- Detail oriented and excellent organization and time management skills;
- Computer proficiency in Microsoft Word, Excel and PowerPoint;
- Experience with a variety of research methods, analytic tools and metrics, and financial analysis indicators; and
- Ability to think innovatively and collaborate with diverse stakeholders.

Interested candidates are invited to submit a resume and cover letter by email to jessica@whistlerhousing.ca

Deadline for applications is March 29, 2018 at 4:00pm.

We thank all applicants for their interest however, only those candidates selected for further consideration will be contacted.