

**Catalyst Community Developments Society** is a not-for-profit developer with approximately 400 affordable rental homes and 60,000 sq. ft. of community space currently in various stages of development across BC. We are a group of passionate, hard-working, dedicated people. We enjoy what we do, and believe strongly in our mission.

We are currently seeking a **Development Analyst** to join our team. This role would ideally suit someone with strong analytical skills coupled with a passion for building community through affordable rental housing projects and the ability to work collaboratively with a wide variety of project stakeholders. The successful candidate will be a talented, multi-tasking individual with strong attention to detail, great problem-solving, time-management, and computer skills, an intrinsic sense of curiosity, a keen sense of humor and the ability to embrace a diverse workload with a positive and results-oriented focus.

Reporting directly to the President and offering key support to the CFO, your job tasks would include:

- Development and management of detailed project pro-formas, under the supervision of the CFO.
- Taking the lead on preliminary development feasibility work with potential partners: conduct research, liaise with consultants, prepare financial feasibility and visual presentations, arrange and attend meetings, manage contracts.
- Maintenance of pro-formas throughout the project life-cycle and preparation of financial packages related to project financing
- Conducting general research and market analysis.
- Supporting the President in preparation of community and project presentations.
- Presenting on behalf of the organization at conferences and partner meetings.

#### **Qualities**

- Responsive, thoughtful, and analytical by nature, with a strong aptitude for finance/numbers.
- Self-starter, highly motivated, and able to manage your time without a lot of supervision.
- Enjoys the details, getting things right, staying organized, developing systems.
- Highly skilled at developing and maintaining strong relationships with key stakeholders. An excellent collaborator with strong communication and interpersonal skills.
- Enjoys being part of a team and recognizes the importance of each member of the team and their roles.
- Passionate about building community and affordable rental housing.
- Possesses strong written and oral presentation skills.

#### **Qualifications/Experience**

May include:

- Degree/Diploma in management/business, real estate, planning, urban land economics, etc.
- Work experience that demonstrates the above qualities and skills, with a minimum of two years' directly relevant work experience.
- Advanced Excel skills.
- Mac experience with strong skills in Microsoft Office and Gmail.

If you think you'd be a good fit for us and for this role, please send your resume in pdf format to [maura@catalystcommdev.org](mailto:maura@catalystcommdev.org) with "Catalyst - Development Analyst" in the subject line. We look forward to hearing from you. This is a full-time position located in Vancouver, BC. This posting will remain open until filled.