



August 2022

PROJECT MANAGER and DEVELOPMENT PLANNER

WHO WE ARE

Wiser Projects is a growing community planning and development firm based in Victoria, B.C, with resources across Vancouver Island. We strive to bring our value-based practice of planning and development to each of our projects and clients. Our goal is to support the capacity of our partners so they can manage projects more efficiently, effectively, and independently the next time around. We aim to be transparent, inclusive, and flexible in our work. This can be translated as us supporting our client partners in whatever it takes to realize the vision of the project, while meeting client and community goals along the way.

Most of our clients and projects are non-profit, Indigenous governments, and community-oriented private sector clients who are completing planning and development projects. Many of our projects are housing related, whether it be building seniors, 'missing middle,' family-oriented, or fully accessible projects. We frequently work on unique public projects that excite our team and invigorate neighbourhoods and cities; these include Art Galleries, Cathedrals, and policy work such as age-friendly assessments.

WHO YOU ARE

You understand what it means to be 'competent, creative and committed.'

Someone seeking a collaborative, positive, innovative work environment in Victoria, B.C.; someone seeking to work with partners and projects that truly build community through planning, policies, socio-economic opportunities, and housing; someone that understands the sensitivities and opportunities of non-profit, public, and private sector needs; and someone who is seeking challenge, growth, and opportunity.

PRIMARY OBJECTIVES

Project Managers play a leading role in all areas of the planning and development process including client facing communications, acquisitions, feasibility studies, financial analysis and forecasts, conceptual site planning and design, municipal permitting and approvals, and project management from acquisition through occupancy for projects. Project Managers facilitate strong relationships with municipal staff and elected officials, both Indigenous and non, as well as representatives of Community Associations, and members of the general public.

ESSENTIAL RESPONSIBILITIES & DUTIES

Site Analysis

- Work closely with the clients and project teams to identify/source potential development sites



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- Conduct site due diligence, development feasibility studies and site modelling (site valuation, holding income potential, zoning bylaws, Official Community Plans, Local Area/Neighbourhood Plans, land use strategies)
- Prepare and manage development pro-formas on an on-going basis and at various stages throughout the development process to ensure viability of development projects
- Coordinate and manage internal team members as well as external consultants (i.e., lawyers, architects, surveyors, geotechnical, environmental, realtors, appraisers, etc.)
- Review legal documents (i.e., Letters of Interest, Contracts of Purchase and Sale, lease agreements, etc.)

Development

- Draft and submit Requests for Proposals (RFPs) for all necessary consultants (i.e., architect, landscape architect, civil consultant, interior designer, etc.)
- Facilitate all Rezoning, Subdivision, Development Variance Permit, and Development Permit Applications as it pertains to development projects
- Act as touch point between funders, financiers, clients (Boards, staff etc.) to ensure all reporting and requirements are met; often acting as Owners Rep in this role
- Maintain communication with all municipal authorities and public stakeholders (i.e., city planners, council members, neighbourhood/community associations, community organizations, residential and commercial neighbours)
- Liaise with municipal authorities and community stakeholders to mitigate political and public liabilities
- Prepare and/or review all correspondence to be sent to municipal authorities and public stakeholders
- Act as primary contact for all city correspondence pertaining to development projects
- Conduct project management duties such as budgeting (development pro forma), project timelines, site inspections, contract review and management, and project administration functions
- Ensure all applications (Rezoning, DVP, DP, BP, etc.) are being processed and are proceeding according to schedule
- Facilitate and manage construction financing requirements with funder

Project Management

- Maintain knowledge of local socio-economic, environmental, and political conditions from a planning, economic, housing and needs perspective
- Maintain strong and constant communication with teams
- Lead by example for project planners and others learning on the projects
- Other duties as assigned

QUALIFICATIONS, SKILLS, AND ATTRIBUTES

- Minimum five years' experience in planning or development or related industry experience
- A post-secondary degree; preferably in Architecture or Urban Planning, Commerce, or Finance



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- Working knowledge and understanding of real estate development processes, from acquisition to delivery
- Ability to meet multiple deadlines and work in a fast-paced environment
- Working knowledge of relevant software applications, including Sketchup or other drawing software
- Proficient with Office365 including Excel, Word, Outlook, and Teams
- Excellent communication, organizational, and analytical skills with great attention to detail
- Self-starter with demonstrated ability to work effectively in a team as well as individually
- Intrinsically motivated and driven with a passion for social-purpose development and community planning
- Creative and able to solve problems efficiently and effectively

WHAT WE ARE SEEKING

While we are organized for remote work and people are free to do so as appropriate, we are seeking someone to sit with us in the Victoria office for the immediate term. Our competitive compensation reflects the value of this position and the realities of the cost of living. We provide all necessary technology and subscriptions for the role, as well as professional development fees.

Please submit digital applications to info@wiserprojects.com . This position will remain open until filled, and interviews will be held virtually or in-person pending health regulations.