Director, Real Estate Development

Employer	Property Development Council (PDC), an affiliated organization of Pacific Mountain Region (PMRC)
Reports to	Executive Minister, Pacific Mountain Region
Project accountability	Three-Point Housing Society Board, for projects under its governance
Administrative support	Executive Assistant, as assigned
Location and schedule	Burnaby, BC / hybrid; Permanent, full-time, 35 hours per week; occasional travel within BC
Compensation	$109,783–$146,377 annually, based on experience, plus applicable allowances

About Pacific Mountain Region

Pacific Mountain Region (PMRC) is part of The United Church of Canada and serves communities of faith and ministries across British Columbia and the Yukon. Through responsible property stewardship and development, PMRC and its partners seek to sustain local ministries and create lasting community benefit. Their properties support affordable housing, community services, care, camps, worship, and gathering spaces.

Property Development Council (PDC), an affiliated organization of PMRC, is the employer for this position. The Director will work across development opportunities involving PDC, PMRC, Three-Point Housing Society, Community Renewal Society, and participating communities of faith. The relevant property owner and its governing body retain approval authority for each project.

Position purpose

The Director leads early-stage real estate development across properties held by PDC, PMRC, related organizations, and participating communities of faith. The role builds a pipeline of opportunities, tests development and financial feasibility, structures partnerships and financing, and advances selected projects toward approvals, committed funding, and construction start.

This senior owner-side role applies commercial real estate expertise to projects with lasting purpose: creating housing and community-serving spaces, supporting local ministries, and strengthening the long-term financial sustainability of property owners. The Director helps shape opportunities from early assessment through financing and construction readiness, working with property owners, boards, regional ministers, developers, funders, and other partners.

What success looks like

- Within the first 12 months, establish a documented pipeline of at least five screened property opportunities, with key constraints, risks, next steps, and decisions identified for each.
- For selected projects, develop clear ministry, community, and financial outcomes and present viable development and funding options.
- Over the first three to five years, advance three to five selected projects to committed funding and construction start, subject to feasibility, approvals, partner capacity, and governance decisions.
- Provide timely, decision-ready reporting so leaders and boards understand progress, risks, costs, and decisions required.

Key accountabilities

Build and manage the development pipeline

- Create and maintain a property opportunity inventory covering relevant church and related-entity properties, including ownership, existing use, constraints, potential, and next steps.
- Screen and prioritize sites using consistent criteria such as ministry plans, community need, land-use potential, financial feasibility, risk, and readiness.
- Maintain a forward-looking pipeline broad enough to allow the Region and its partners to choose projects that best meet agreed ministry and stewardship outcomes.

Test feasibility and structure viable deals

- Assess sites and markets, including development potential, preliminary planning considerations, key assumptions, and financial feasibility.
- Assess options including redevelopment, partnerships, long-term leases, joint ventures, mixed-use and affordable housing, and community-serving uses.
- Develop and compare financing structures and funding strategies, including public funding, conventional and insured financing, grants, land contributions, philanthropy, and emerging options such as community bonds where appropriate.
- Identify material assumptions, sensitivities, risks, and conditions; recommend whether to proceed, reshape, defer, or stop an opportunity.
- Negotiate or lead the negotiation of key commercial terms, development agreements, and partner roles with legal and financial advice as required.

Advance approved projects to funding and construction start

- Prepare decision materials and coordinate the work needed to move selected projects through pre-development, partner selection, municipal approvals, funding applications, and financing commitment.
- Source and evaluate developers, non-profit partners, owner's representatives, funders, general contractors, and professional consultants; recommend appointments and hold them accountable to approved scope, budget, and schedule.
- Coordinate project milestones, budgets, risk registers, decision logs, and reporting through financing and readiness to begin construction.
- Once a project is financed and ready to proceed, transition day-to-day delivery oversight to an owner's representative or other approved delivery partner. Monitor performance and escalate material issues without assuming the role of construction manager.

Connect development decisions to ministry and community outcomes

- Work with regional ministers, communities of faith, and other ministry leaders to understand the intended use of a property and the outcomes a project is expected to deliver.
- Bring development expertise to congregation and stakeholder discussions alongside the appropriate regional minister; the Director does not replace the minister's role in church-side relationships or ministry discernment.
- Help clarify how a project can support lasting ministry, community benefit, and financial resilience, including the property owner's potential revenue stream and ongoing obligations.
- Ensure that agreed outcomes are documented at the outset and brought back for approval if material changes are proposed.

Provide governance, risk, and financial stewardship

- Prepare concise, evidence-based recommendations for the Executive Minister and relevant boards, distinguishing facts, assumptions, options, and decisions required.
- For projects governed by Three-Point Housing Society, present recommendations and updates to its Board and coordinate with PDC as property owner, where applicable.
- Keep the Executive Minister informed of material developments and escalate decisions requiring approval to the appropriate decision-maker. Do not commit an entity to a transaction, expenditure, or agreement beyond delegated authority.
- Protect the Region and its related entities through appropriate due diligence, transparent procurement, contract review, risk management, and compliance with applicable legal, regulatory, funding, and church governance requirements.

Lead people and external partners

- Provide direction, coaching, and clear priorities to assigned administrative support, including the Executive Assistant supporting Community Renewal Society and Three-Point Housing Society, as assigned.
- Build project teams around approved opportunities using external development partners, owner's representatives, and specialist consultants. Recommend additional in-house capacity when the active pipeline and sustainable fee revenue support it.
- Promote respectful collaboration, clear accountability, sound stewardship, and timely communication across the Region and its related entities.

Scope and decision-making

The Director leads development work and makes recommendations within approved mandates and delegations. The relevant property owner and its board retain approval authority for their property and projects; the Executive Minister retains executive approval for decisions assigned to that office. The Director does not commit an entity to transactions, expenditures, or agreements beyond delegated authority.

Candidate profile

Required

- At least 10 years of progressive real estate development experience, including direct responsibility for feasibility, deal structuring, partner selection, financing, and moving projects toward approvals and construction.

- Significant experience advancing real estate development projects, including working effectively with private developers, lenders, and capital partners.
- Demonstrated real estate financial capability, including development pro formas, sensitivity analysis, funding structures, project budgets, and assessment of financial and execution risk.
- Experience leading complex, multi-party development opportunities and navigating municipal land-use and approval processes.
- Strong relationship-building, negotiation, facilitation, and written communication skills; able to explain technical and financial issues clearly to communities of faith, executive leaders, and governance bodies.
- Good judgment, integrity, and respect for the spiritual, historical, and community significance of church property; commitment to stewardship that serves ministry and community outcomes.
- Relevant post-secondary education in real estate, planning, finance, business, construction, architecture, or a related field, or an equivalent combination of education and experience.

Assets

- Experience with non-profit, institutional, faith-based, affordable housing, or community land trust development.
- Working knowledge of CMHC, BC Housing, municipal, provincial, and federal funding or financing programs.
- Experience with joint ventures, public-private partnerships, community bonds, or other innovative financing and ownership structures.
- A relevant professional designation or membership in a real estate, planning, finance, or development association.

Working conditions

This is a full-time position based in Burnaby, BC, with a hybrid work arrangement and a regular 35-hour workweek. The role requires occasional travel within British Columbia, attendance at evening meetings when needed, and flexibility to meet project and governance deadlines. Accommodation is available throughout recruitment and employment in accordance with applicable requirements.

Compensation

The salary range for this position is $109,783–$146,377 annually. Starting salary will be based on the successful candidate's relevant experience, skills, and qualifications. Any applicable allowances are provided in accordance with organizational policy. The total compensation package includes pension and group benefits coverage, including health, dental, and life insurance. Annual vacation starts at 15 working days and increases with length of service. Professional development support is also available in accordance with policy.

Application and Selection Process

Please submit your résumé and cover letter to Admin@bccrs.ca by Friday, December 18, 2026. Interviews are expected to take place in January 2027. The anticipated start date is March 2027, with the exact date to be agreed with the successful candidate based on their availability and transition requirements.