



**Bethesda**  
Faith. Service. Inclusion.

## **Director of Property Development,** Lower Mainland – office based in Abbotsford, BC

*“In our home, love, care, joy and spiritual well-being is practiced with the individuals, family and co-workers. And that’s what makes Bethesda a great place to work.”*

*Staff comment from the Richmond Bethesda Community*

At Bethesda, we are all about creating community among the people we support, our staff, and our surrounding communities. We are all interdependent as we experience life together, and all valuable for the abilities we share. We know we learn from and need each other.

Do you have a heart for this vision and the skill to step into a new and challenging role? The Director of Property Development position may be the next step in your journey.

### **JOB OVERVIEW:**

As a Director of Property Development, you will be joining a highly collaborative and supportive team of professionals. You will participate in the team’s efforts to further develop and enhance services of an ever-expanding organization.

This position assumes responsibility for overseeing the development of new properties from acquisition to the final build, overseeing maintenance work necessary for maintaining Bethesda facilities and grounds, overseeing the Bethesda fleet of vehicles, and overseeing the insurance coverage and lease agreements for properties and vehicles. This is a full-time position, available March 2020. It is ideal for an experienced leader who has worked with property development and building and vehicle maintenance.

### **BENEFITS:**

- Competitive salary commensurate with experience
- Excellent extended benefits package
- 3 weeks vacation to start

### **RESPONSIBILITIES:**

- Identify, evaluate and assist with property acquisition
- Plan project timelines, phases and milestones
- Oversee the total construction effort in accordance with design, budget and schedule
- Ensure projects are completed in full compliance with building codes, city processes and regulations
- Manage internal or external contractors or trades
- Interface with internal stakeholders, architects, consultants, engineers, subcontractors, security, etc.
- Coordinate and assist with all maintenance work to properly maintain Bethesda facilities and grounds
- Evaluate maintenance requests, set priorities and process work assignments
- Establish and maintain a reliable network of outside vendors and suppliers
- Supervise maintenance staff and hire contractors or subcontractors
- Identify, evaluate and assist in acquisition of new vehicles
- Oversee and coordinate vehicle fleet maintenance/repair
- Ensure appropriate insurance coverage of properties and vehicles
- Oversee and monitor facility lease agreements
- Complete and implement capital planning

### **JOB REQUIREMENTS:**

- Strong interpersonal, leadership and organizational skills with a high level of personal integrity, initiative and maturity



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- Property Management Professional Certification or Certified Associate in Project Management preferred, along with 5 years of related experience.
- A philosophy of care in line with Bethesda's philosophy of Christian service and of support for people with disabilities
- Excellent communication and assessment skills
- Ability to work as a member of the team as well as being able to work independently
- Previous experience with property development and building and vehicle maintenance
- Good computer skills with working knowledge of Microsoft Word/Excel

**JOB CONTEXT:**

We are welcoming of applicants who value communication, trust and healthy working relationships. This position is ideal for a well-organized, mature professional who has a heart for serving.

Bethesda's ministry is a Christian faith-based service.

**DEADLINE FOR SUBMISSIONS: February 14, 2020**

**HOW TO APPLY:**

Interested applicants may apply online at <https://www.bethesdabc.com/director-of-property-development.html> or email, mail, or fax a resume, covering letter and references to:

Chief Human Resources Officer

Bethesda Christian Association

105-2975 Gladwin Rd, Abbotsford, BC V2T 5T4

FAX: 604-850-7242

Email: [life@bethesdabc.com](mailto:life@bethesdabc.com)

**Only selected applicants will be contacted.**