

	JOB POSTING	
	Economic Development Property Manager Department: Economic Development Reports to: Director of Economic Development	

Who We Are

We, the We Wai Kai, embrace our language and culture to build a proud, healthy, safe, and self-sufficient community. We support and encourage each other to thrive through following the footsteps of our ancestral history, as stewards of our lands and waters, while balancing our role in modern day society.

Today, we are proud of our efficient government operations, ensuring a high quality of life for our members. To enhance this, we are also focused on existing and emerging economic development opportunities that will position us for continued growth and re-investment in our community. We pride ourselves on being a strong, self-sufficient Nation and look forward to what the future holds.

Position Overview

Reporting to the Director of Economic Development, the Economic Development Property Manager is responsible for managing the Nation’s commercial and economic development assets, leases, and tenant relationships. This position oversees property and lease administration, ensures the efficient operation and maintenance of Nation-owned economic properties, and supports long-term revenue generation through strategic planning and management.

The incumbent will play a key role in administering and managing leasing agreements, maintaining strong relationships with tenants and partners, and supporting the Nation’s economic development goals through proactive asset optimization and financial accountability.

This job description provides a general overview of the duties and responsibilities of the Economic Development Property Manager. In addition, the Nation’s policies and procedures further describe performance and behavioural expectations of all employees.

Responsibilities

- Oversee the day-to-day management of Nation-owned commercial and economic development properties, ensuring they are maintained to a high standard.
- Administer lease agreements with tenants, businesses, and external organizations.
- Maintain accurate and up-to-date lease, tenant, and property records, including renewal dates and maintenance schedules.
- Support the Director of Economic Development and Economic Development CFO in the preparation and management of the annual budget.
- Monitor lease revenues, expenditures, and property performance; prepare regular reports and forecasts for the Economic Development Committee and Council.
- Coordinate and oversee property inspections, maintenance, and improvements in collaboration with contractors and service providers.

- Assist in developing policies and procedures for property and asset management that align with Nation goals, community values, and sustainability principles.
- Collaborate with the Nation's Finance Department to ensure timely invoicing, rent collection, and financial reporting for all leases and property-related activities; including triple net allocations and related billing
- Coordinate maintenance contracts including janitorial, building systems including HVAC, plumbing, elevators, information technology as well as regulatory items such as fire safety inspections.
- Foster positive relationships with tenants, addressing inquiries, issues, and disputes professionally and promptly.
- Work closely with the Communications Coordinator to promote available leasing opportunities and highlight Nation-owned business properties.
- Maintain confidentiality and adhere to Nation privacy policies at all times.
- Perform other duties as assigned.

All employees working for We Wai Kai Nation are required to work collaboratively and supportively to achieve the overall goals of the Nation. As such, employees are expected to work outside of their own jobs and job descriptions from time to time to achieve the goals of the organization. Job duties and work schedules may be changed from time to time to achieve these goals.

Confidentiality and Privacy

In the course of working for the Nation, employees may become aware of confidential business and personal information, including information about other employees and community members. This information may not be disclosed without prior written permission. All employees must be aware of and adhere to the applicable privacy and confidentiality policies and procedures of the Nation.

Key Contacts

- Director of Economic Development
- Tenants and business partners
- Contractors, suppliers, and property service providers
- Funding agencies and external organizations
- Internal departments (Finance, Administration, Public Works)

Preferred and Required Qualifications & Experience

[Some required qualifications may be achieved on-the-job]

- University degree or diploma in business administration, real estate, property management, or a related discipline.
- Minimum five years of experience in leasing, asset management, property administration, or economic development.
- Strong knowledge of property management principles, lease negotiation, and asset maintenance planning.
- Proven experience in budget development, financial reporting, and contract management.
- Working knowledge of community and Indigenous economic development principles.
- Experience negotiating agreements and partnerships with external stakeholders, including government and Indigenous organizations.

- Excellent communication, interpersonal, and relationship management skills.
- Strong organizational and problem-solving abilities with high attention to detail.
- Advanced proficiency in Microsoft Office Suite and property management software.
- Valid Class 5 BC Driver's License and access to a reliable, insured vehicle.
- Clean criminal record check (relevant to the position).
- Previous experience working for or with an Indigenous government or organization is an asset.

Personal Attributes

The ideal candidate will:

- Demonstrate sound judgment, integrity, and professionalism in all business dealings.
- Possess strong leadership, analytical, and negotiation skills.
- Be able to balance multiple priorities and deadlines in a dynamic environment.
- Maintain a positive and respectful attitude toward tenants, partners, and colleagues.
- Exhibit flexibility, initiative, and a commitment to continuous improvement.
- Be community-minded and aligned with the Nation's economic, cultural, and environmental values.

Physical Requirements and Working Conditions

This position is based at the We Wai Kai Nation office and involves regular site visits to Nation-owned properties. The role typically follows a Monday to Friday daytime schedule but may require occasional evening or weekend work.

Compensation:

- An annual salary of \$70,000 to \$85,000 depending on experience and qualifications.
- Generous benefits and registered pension plan matching of up to 9%
- Paid vacation

How to Apply:

If you are interested in this opportunity, please submit your resume and cover letter to careers@wewaikai.com. The posting will remain open until the position is filled. Preference may be given to Indigenous applicants in accordance with the organization's hiring policies.

We Wai Kai Nation is an equal opportunity employer and encourages applications from Indigenous candidates, persons with disabilities, and other underrepresented groups.