

Senior Development Manager

Are you interested in being part of a team that is working to expand permanently affordable housing and create other community-owned assets across Canada? Do you understand planning and construction and have experience managing multiple projects that are at various stages of development?

The Senior Development Manager (the “Senior DM”) will be part of a small and dynamic team with offices in Toronto and Vancouver, focused on the new development and substantial rehabilitation of non-profit and co-operative rental housing. You will be responsible for managing several affordable multi-residential rental housing projects from conception through completion, reporting to the Director. You must be comfortable juggling multiple projects, staying organized and making sound decisions; managing consultant teams and driving schedules; and providing what is required to manage a construction project with on-site challenges and a variety of responsibilities including financial draws. We’re looking for someone with the ability to work closely with thoughtful, well organized, and ambitious community groups to support their development vision.

ABOUT NEW COMMONS DEVELOPMENT:

[New Commons Development](#) (NCD) is a non-profit real estate development company that works to create affordable housing and other real estate assets in partnership with the local community. NCD is part of [New Market Funds](#) (NMF), a fund manager working to provide communities with private capital to create affordable housing and other community-owned real estate assets. New Market Funds is a certified B Corp, charity and employee-owned.

SUMMARY OF POSITION:

NCD is seeking an experienced development manager to fill the role of Senior DM. The role will report to the local Director of Development. The Senior DM can expect to concurrently lead the management and execution of multiple affordable rental housing development projects through planning, design and engineering, construction to project completion at any given time. This includes managing all aspects of a project: partner management and stakeholder engagement, work planning, schedule, procurement, consultant management, budget management and monitoring, development and construction delivery, and close-out. The Senior DM works closely with management to ensure the delivery of the project business plans within budget. The Senior DM provides support and mentorship to other members of the development team as needed.

The Senior DM will perform the following tasks, among others as needed:

Partner Management

- Establish mutual understanding of needs and issues between local partners and New Commons, and represent those needs and issues to staff, funders, public officials, professionals, and others in a professional manner;
- Establish roles and responsibilities and provide excellent communication with all project partners (including drafting and implementing project charters and Project Steering Committee terms of reference);
- Establish, lead and manage non-profit project partner relationships and other key stakeholder engagement;
- Work with consultant team to develop scope of work;
- Manage consultant teams through the entire design and municipal approvals process;
- Provide owner representative services as needed.

Project Planning and Management

- Establish and manage development schedule;
- Manages project budget;
- Supports analyst/management to secure project financing;

- Manage overall progress of projects on Legal, Financial, Construction and Marketing/Management tracks;
- Champion the project vision in driving overall value and ensuring projects are delivered on time and on budget;
- As needed, prepares and submits municipal planning and building permit applications;
- Administers and complies with requirements of project loans and grants, equity, and all required project permits;
- Regular site visits and initial building review as needed;
- Administer the construction process, including: architect and contractors selection, contract execution, inspection of work in progress, monitoring of project budget, review and approval of change orders and requisitions, coordinates with other contractors and professional consultants;
- Coordinate selection of, and supervise the work of, the General Contractor and other contractors and consultants during construction;
- Administering contracts with consultants and contractors.

Operations

- Coordinates with appropriate New Commons staff regarding project progress, ensuring that co-workers have adequate notice in order to meet their respective responsibilities related to the project;
- Produces board reports and provides written status reports and updates as significant changes occur in each project;
- Advises management as to interim capital needs of projects;
- Responsible for ensuring that all records for projects reflect current status of each development project;
- Serves as a resource for project management questions;
- May support interviewing, selection and hiring of other project oversight staff;
- Assists with training of new hires;
- Assists with issues both generally within the department and specific to a project, as requested;
- Assists other project managers, staff, other community-based organizations and funders with respect to development issues that focus on the incumbent's area(s) of expertise;
- Performs other tasks as reasonably required;
- Regularly collaborates and supports NCD team members formally and informally, and other NMF team members.

QUALIFICATIONS AND KNOWLEDGE:

- Minimum of 7+ years of relevant experience, including multi-family residential and commercial projects, ideally with exposure to construction completion and delivery (prior experience in development or construction project management preferred).
- Education and background in Real Estate, Commerce, Urban Land Economics, Architecture, Planning, Legal, Engineering, or related fields.
- Experience with non-profit affordable rental housing developments is an asset.
- Experience with project management tools, methodologies and approaches.
- Familiarity with applicable housing programs and regulations including federal, provincial and local funding sources.
- Familiarity with contracts and consultant agreements.
- Thorough working knowledge of development cash flows and accounting.
- Effective communication and interpersonal skills (both written and verbal) are required, along with demonstrable success in leading project teams to a common goal.
- Excellent organizational, time management and prioritization skills including the ability to multitask with competing priorities.
- Strong negotiating and decision-making skills focused on results with an ability to balance multiple perspectives and an inclination to challenge assumptions.
- Goal oriented self-starter who uses time efficiently.

- Ability to work effectively with a wide variety of people in a wide variety of positions.
- Well organized and flexible.
- Ability to articulate problems and concerns as well as identify potential solutions.
- Work well independently and as part of a team.

COMPENSATION AND BENEFITS:

NCD will provide a rewarding working environment with the opportunity for strengthening communities and delivering tangible social impact, as well as provide opportunities for career growth. The salary range is \$110,000 - \$150,000, commensurate with experience. Other benefits include extended health and dental benefits plan, phone allowance, wellness allowance, professional development allowance and eligibility to join the New Market Funds Team Ownership Plan.

HOW TO APPLY:

If you are interested in this exciting opportunity, **please email your resume and a thoughtful cover letter to info@newmarketfunds.ca with 'Senior Development Manager – [Your Name]' in the Subject Line. Applications will be accepted on a rolling basis until January 24, 2025.**

New Commons Development is committed to equity in employment and diversity in our team, and encourages applications from all qualified candidates. If you are an applicant with a disability and require accommodation during the hiring process please contact us. All qualified applicants are invited to apply. We thank all applicants for their interest, however, only those selected for follow-up will be contacted.