



## Ontario Aboriginal Housing Services

**Position:** Development Manager

**Closing:** Posting will remain open until position is filled

**Term:** Full-Time (35 hours per week)

**Salary Range:** \$62,200 to \$73,108

Our Vision is “to lead the design, development and delivery of sustainable and culturally appropriate housing that promotes excellence in the Indigenous community and organizational infrastructures.”

We are currently seeking a **Development Manager** for our office located in **Sault Ste Marie, ON**.

As the **Development Manager** your responsibilities include but are not limited to oversee the planning, implementation, and tracking of housing developments. The Development Manager manages the feasibility, planning, budget, and construction of housing developments. Reporting to the Director of Housing Development, this position supports the work of OAHS developments and our partnerships with Indigenous and Non-Indigenous Organizations across Ontario.

Please note that you are encouraged to apply early as interviews will be scheduled as applications are received.

*Ontario Aboriginal Housing Services welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Ontario Aboriginal Housing Services also welcomes and supports diversity including those who identify as LGBTQ2S+.*

**Application URL:** <https://careers.risepeople.com/ontario-aboriginal-housing-support-services-corporation/en>

**In meeting the objectives and vision of the organization, preference will be given to qualified individuals of First Nation, Métis, or Inuit ancestry, and are asked to self-identify on their cover letter.**

We thank all candidates who choose to apply, however, only those selected for an interview will be contacted.

### **Compensation:**

- In return for your ongoing excellent performance, strong work ethic, and commitment to our vision, mission, values, strategic plan, and the people we serve, Ontario Aboriginal Housing Services offers a comprehensive compensation package. This comprehensive compensation package includes:
  - Challenging and fulfilling work; an inclusive and supportive team; and a work environment steeped in and guided by Indigenous culture;
  - Comprehensive medical & dental benefits;
  - \$1000 Health Spending Account + \$1000 Wellness Spending Account per employee
  - Additional paid holidays (in addition to statutory holidays) include Louis Riel Day, National Indigenous Peoples Day, Remembrance Day, and Family Day;
  - Opportunity for cultural, educational, and other approved leaves;
  - Supported training opportunities for personal and professional development while reciprocally enhancing organizational capacity;
  - A competitive salary in pay band B4 with a range of \$62,220 to \$73,108.

**Duties and responsibilities will include, but not be limited to the following:**

- Monitor the development scope, schedule, and budget throughout the phases of the development, and coordinate adjustments as required; define the scope of the development in collaboration with Stakeholders, Development Team, Director of Housing Development;
- Obtain information on potential properties and evaluating their viability (i.e., zoning, size, location, etc.); prepare costs analysis of potential purchases; assess the developments financial viability, including funding sources;
- Establish the project budget (capital and operating); advise potential sources of funding and financing; coordinate funding applications and advise on contribution agreements; identify equity requirements; project and monitor cash flow; coordinate financing draws including reports to the Director of Housing Development; oversee cost tracking by the Department Coordinator; review progressive classes of construction cost estimates; review invoices and change orders; monitor contingency use;
- Procurement of consultants and preparation of scopes of work and administering Request for Proposal processes; submitted proposals; make recommendations to the Stakeholders for consideration; negotiate terms of contracts with consultants; supervise the issuance of purchase orders; coordinate the architect and builder to produce a tender price;
- Manage the coordination of Stakeholders, consultants, and partners, to ensure project success; coordinate project team meetings during design development; liaise with legal counsel on contracts and other matters as required; monitor construction progress and preparation of close-out documentation;
- Work directly on behalf of OAHS with development partners; prepare and coordinate the execution of Memoranda of Understanding (MOUs) with development partners; manage partner relationships throughout the development stages;
- Draft and develop proposals in response to Requests for Expression of Interest; create business cases of potential developments and convey complex information clearly and accurately;
- Coordinate the preparation and writing of professional documents, including feasibility reports, business cases, funding proposals, financing applications, project charters, and development progress reports, tailored to the specific Stakeholder/Partner; undertake regular communication by email, in- person meetings, phone calls; supervise the management of files to ensure all development information is appropriately documented and secure; provide presentations to the OAHS or Stakeholder Board of Directors as required; liaise with representatives from the Municipality and other levels of government, funder, lenders, and other groups as required, and;
- Trains, coaches, and supervises Development Team; ensures fair work distribution; reviews work produced by staff; carries out annual performance reviews and ensures the effective integration of staff into larger corporate workflows and the organizational mandate.

**To qualify for this role, the successful candidate will have the following qualifications and skills:**

- Knowledge of and an appreciation for Indigenous culture and demonstrated values that focus on assisting people;
- Postsecondary degree or diploma in engineering, construction management, urban planning or a combination of education and related experience;
- Minimum of 5 years experience, preferably 10+ years in extensive construction management or urban planning experience;
- Project Management certification is considered an asset;
- Strong planning, organizational, and time management skills including the ability to manage multiple complex project budgets and schedules;
- In-depth knowledge of affordable housing and construction industry; including building materials, construction specifications, methods, procedures, and building codes;
- Excellent people skills and strong potential for leadership development;

- Ability to multitask and oversee the construction of multiple developments simultaneously, and adapt to last minute changes;
- Working knowledge of Microsoft Office Suite, project management and scheduling software, with a strong aptitude for adopting new technology;
- Experience working with Indigenous architects and/or developments an asset.

**Conditions of employment:**

- Ability to travel as required;
- Ability to work varying hours/days if required;
- Valid CPIC (Criminal Records Check) required;
- Current, valid Ontario Driver's License and safe driving record;
- References.

**Working Conditions and Physical Capabilities:**

- Ability to sit at as desk for extended periods of time during the workday;
- Ability to use office equipment and computer software programs; and
- Ability to lift to 20lbs.