



## Project Manager, Development

**REPORTS TO:** Director of Housing Development

**Level:** Supervisor

### Summary Statement:

The Project Manager oversees the planning, implementation, and tracking of housing development projects on behalf of CCOC and Cahdco. The range of projects include, but are not limited to: affordable housing funding proposals, feasibility analyses for land use development, facilitated stakeholder engagement activities, new development, redevelopment and construction projects in non-profit residential, and compatible social-purpose real estate. Detailed Job Description:

Oversees and executes housing development projects by:

- Defining the scope of the project in collaboration with the Manager of the Development Department
- Creating a detailed work plan which identifies and sequences the activities needed to successfully complete the project
- Determining the resources (time, money, and human resources/equipment) required to complete the project
- Developing a schedule for project completion that effectively allocates the resources to the activity
- Reviewing the project schedule with the Manager of the Development Department and all other CCOC staff or Cahdco clients that will be affected by the project activities
- Contracting qualified consultants to work on the project, as appropriate
- Executing project according to project plan
- Developing forms and records to document project activities
- Setting up files to ensure all project information is appropriately documented and secured
- Monitoring the progress of project and making adjustments as necessary to ensure successful completion of the project



- Establishing a communication schedule to update stakeholders, as required, on the progress of the project
- Writing reports, communicating and monitoring budget expenditures
- Monitoring cash flow and reporting actual cash flow and variance to senior management on a regular basis (monthly quarterly).
- Working with other CCOC staff or external clients to prepare financial reports and supporting documentation for funders as outlined in funding agreements
- Working with other CCOC staff or external clients to manage project funds according to established accounting policies and procedures
- Ensuring that the project deliverables are on time, within budget and at the required level of quality

In addition, the Project Manager:

- Contributes to the ongoing improvement of systems, procedures and tools of the Development Department and Cahdco to ensure high quality customer service
- Performs such other duties as may from time to time be assigned by the Development Manager or the Executive Director.

This position supports the work of Centretown Citizens Ottawa Corporation, Centretown Citizens Housing Co-operative and Cahdco (Centretown Affordable Housing Development Corporation).

### **Skills Required for Project Manager:**

- Demonstrated strong working knowledge and understanding of land and real estate development, land use planning and business planning issues, including technical, policy and intergovernmental aspects.
- Creativity and innovation, develop new and unique ways to improve operations of the organization and to create new opportunities.
- Ability to read and understand drawings and specifications for construction projects.



- Ability to make decisions, assess situations to determine the importance, urgency and risks, and make clear decisions which are timely.
- Excellent written and oral communication, presentation and interpersonal skills, and the ability to work cooperatively with others in an interdisciplinary team.

### Minimum Experience

- Post-secondary education in planning, architecture or real estate development with relevant experience or the approved equivalent combination of education and experience.
- Facility in French would be an asset.
- 3-5 years' experience in project management.
- Knowledge of Microsoft Word, Excel and Project Manager software.
- Experience in architectural design, real estate development and municipal planning would be an asset.

### Summary of Benefits and Eligibility

Vacation Allowance	earned at 1.25 to 2.667 days/month
Sick Leave	earned at 1.25 days/month (15 days/year)
Discretionary Leave	earned at 0.1667 days/month (2 days/year)
Other leave with pay (birthday, jury, etc.)	eligible
EI Sub-Plan – compassionate leave top up	after one year of employment as a regular employee (up to 8 weeks)
EI Sub-Plan – medical/parental leave top up	after one year of employment as a regular employee
Group Insurance (Long term disability/drug plan )	after 6 months
Supplementary Medical Plan (dental /eyewear)	after initial probation or 6 months
EAP – Employee Assistance Plan	after initial probation or 6 months
OMERS Pension	mandatory for all regular employees