



## Senior Project Manager, Development

**REPORTS TO:** Director of Housing Development

**Level:** Supervisor\*

### Summary Statement:

CCOC is looking for a Senior Project Manager to assist in creating new affordable housing for both CCOC and its development corporation, Cahdco. The Senior Project Manager will be a team leader; supervising and supporting a group of six professionals by coordinating improvement of systems, procedures and tools to sustain their work. This is a two-year term position with possibility of renewal.

### Detailed Job Description:

Oversees and executes real estate development projects by:

- Supervising the Project Managers and the planning, financing and construction of new developments and acquisitions:
  - Oversee the execution of Cahdco contracts
  - Ensure Cahdco & CCOC projects are managed and delivered in a consistent standard to meet corporate standards and contractual requirements
  - Supervise that the project deliverables are on time, within budget and at the required level of quality
  - Support Project Managers on project and client deliverables as needed
  - Act as Cahdco representative at all necessary project meetings
  - Act as a Project Manager as needed
  - Represent Cahdco to clients, partners, jurisdictional authorities as necessary



- Support the Cahdco President in the creation of new projects and client business, including CCOC developments, Cahdco homeownership projects and creating new project partnerships.
- Supervise the Cahdco consultants
- Provide policy and strategic advice to the CCOC and Cahdco on issues related to land development, urban planning and financing of affordable housing by recommending strategies and actions to enhance the growth of affordable housing and social purpose real estate

In addition, the Senior Project Manager will:

- Coordinate the improvement of systems, procedures and tools for the CCOC Development Department and Cahdco to ensure high quality customer service
- Participate on committees, non-profit groups and government bodies as the CCOC/Cahdco representative on affordable housing issues
- Performs such other duties as may from time to time be assigned by the Director of Housing Development 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).

### **Education, Experience and Skills Required:**

- Demonstrated strong working knowledge and understanding of affordable housing, building codes, construction, land and real estate development, including technical, policy and intergovernmental aspects.
- Experience leading and supervising a team of staff and/or consultants.
- 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 and lead an interdisciplinary team.
- Strong financial literacy and experience securing financing for real estate projects.

### Minimum Experience:

- Post-secondary education in urban planning, architecture, business administration or other relevant field
- Five years progressive responsible relevant experience, including supervision of staff and/or consultants
- Experience and formal training combined with demonstrated performance and ability may substitute for stipulated requirements
- Valid Ontario Class G Driver's License
- Knowledge of Microsoft Word, Excel and Project software

### 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