



JOB DESCRIPTION

JOB TITLE	Manager, Project Development
DEPARTMENT / PROGRAM AREA	Housing Services
REPORTING TO	Director of Housing Services
EFFECTIVE DATE	February 2024
SALARY	Band 7

JOB SUMMARY

Under the direction of the Director of Housing Services, the Manager of Project Development is responsible for providing leadership and expertise in the areas of housing regeneration and development, as well as being responsible for seeking out funding opportunities for capital and operational investment in the District.

This position plays an important role in the strategic activities and growth in the District, and through strong collaboration, supports the growth and regeneration of Nipissing District Housing Corporation and other community housing development initiatives

This position requires a strong understanding of the Housing Services Act, Residential Tenancies Act, Building Code, Fire Code, Ontario Occupational Health & Safety Act, Safe Drinking Water Act, 2002, More Homes Built Faster Act, as well as corporate policies and various program guidelines.

JOB DUTIES AND RESPONSIBILITIES

Project Development

- Possess in-depth knowledge of federal and provincial funding opportunities related to housing;
- Review, analyze, collaborate, negotiate and seek out opportunities with the public and private sector;
- Actively seek out funding and grant opportunities to the benefit of Nipissing District and prepare business cases, briefs and applications when appropriate;
- Make recommendations to the Director of Housing Services, on strategic development and growth initiatives;
- Work with the District's municipalities to advance their housing and growth strategies;
- Work with the District's community housing sector to advance their growth and regeneration strategies; Collaborate on items such as the 10-Year Housing and Homelessness plan, contracts, research, legal, etc;

- Actively participate on the development and implementation of local housing plans and studies;
- Assist in the procurement process through the development and evaluation of Requests for Proposals.
- Develop collaborative relationships with community partners;
- Prepare project assessments and project business plans;
- Review current contracts and agreements for an opportunity for renewal and development, and considering current best practice;
- Look for best practices in relation to green energy with a mindfulness towards climate change;
- Work with AMO, FONOM, ROMA, NOSDA, CMHC to advocate and advance Nipissing’s housing strategy;
- Prepare advocacy letters and organize site visits with Provincial and Federal representatives;
- Perform other duties as assigned.

Collaboration with Internal Departments

- Undertake research and policy analysis to report on emerging issues;
- Works towards the development of Community Housing portfolio’s goals, needs, planning and implementation including the regeneration and revitalization of the Community Housing portfolio;
- In collaboration with the Manager of Housing Services, support community housing providers with capital planning, asset management and maintenance planning to ensure ; the preservation of assets and housing stock. Assist other DNSSAB departments with acquisitions and new projects;

Other Job Duties

- Demonstrates strong financial, analytical, problem-solving skills and organizational skills in complex matters in a regulated service environment;
- Prepares and submits regular reports, identifying key performance indicators requiring further monitoring to the Director of Housing Services; participate in, including presentations, at the Board Committee and Board meetings when required;
- Participates in the management on-call rotation after office hours and responds to major emergencies after hours for the Nipissing District Housing Corporation;
- **As a DNSSAB employee, the position is responsible for creating, maintaining and actively participating in a respectful workplace that is free of all forms of harassment, discrimination and violence.**

QUALIFICATIONS

- Minimum of a university degree in Business Administration, Accounting, Urban Studies, including recognized training in Housing and/or Management;
- Minimum of three (3) years of experience in social housing program administration or housing property management, or housing program planning and development or approved equivalent combination of education and experience;
- Excellent working knowledge of the Housing Services Act, Residential Tenancies Act, Ontario Building Code, Ontario Fire Code, Ontario Health & Safety Act, Safe

Drinking Water Act, 2002, More Homes Built Faster Act, local municipal by-laws as they relate to housing, Construction Lien Act, and applicable related social housing legislation;

- Knowledge of provincial legislation, federal housing and homelessness programs, regulations and agreements governing housing, homelessness and new affordable housing development programs;
- Demonstrated expertise in building partnerships and managing change;
- Understanding of community agencies and partners, coupled with a willingness to collaborate with local agencies;
- Excellent analytical skills to understand complex issues and develop long-range strategies;
- Knowledge of budget process and business planning;
- Demonstrated expertise and experience with collaboration, strategic thinking, results/achievement focus, financial management, business planning, decision making/judgement, and job knowledge;
- Demonstrated experience in change management, and project management;
- Strong leadership, interpersonal communication skills and negotiating skills to develop and manage both internal and external relationships;
- Excellent oral and written communication skills to prepare and present ideas write reports to management, the Board and community partners;
- Possess excellent organizational skills to schedule people and/or tasks with sensitive time constraints and minimal resources;
- A Valid Ontario Driver's License and a reliable vehicle for use on the job;
- Participate in the On-Call Rotation;
- Ability to work outside of normal business hours, as required, including attending evening meetings.

STATEMENT OF MANAGEMENT DUTIES AND RESPONSIBILITIES IN DNSSAB

All management is responsible and accountable for:

- Commitment to the achievement of Quality Services and Healthy Workplace through DNSSAB's Strategic Plan and Direction;
- Planning through participation and input into strategic planning, developing operating and financial plans, monitoring plan progress, reporting on plan results and evaluating the effectiveness of planning activities;
- Effective and efficient management of financial and human resources;
- Developing and organizing work processes, assigning work to staff, monitoring progress on outputs and quality, identifying process and workflow issues and developing solutions to these problems to achieve efficient, effective and quality services;
- Developing and implementing appropriate measurements for plans and workload productivity, analyzing and reporting on measures;
- Managing, Supervising Human Resources through recruitment and selection of staff, orientation, training, performance management, monitoring compliance with organization policies and standards, administration of Collective Agreement including grievance investigation and resolution;
- Internal and External Communication through written correspondence, reports and through oral presentations and meetings with staff and community;
- Maintain awareness of external and operational trends to identify impacts on DNSSAB mandates and programs.
- Effectively manage and safeguard Board assets both tangible and intangible;
- Be committed to the highest standards of ethics and business conduct;
- Promote and protect the good reputation of the organization.