



Victoria Park Community Homes is a private non-profit housing corporation with a dedicated team of Board volunteers and staff committed to strengthening individuals, families, neighbourhoods and communities by providing stable quality affordable homes. We value a workplace environment in which employees take responsibility for their actions and performance; contribute to team efforts by offering help whenever it is needed; demonstrate integrity, respect and courtesy; and are committed to providing the highest quality of service.

We have an opening for a full-time, permanent DEVELOPMENT OFFICER – AFFORDABLE HOUSING

POSITION OBJECTIVES

Reporting to the Director, Corporate and Legal, the Development Officer – Affordable Housing will provide key support, management, and coordination on a broad range of affordable housing development initiatives, including an active development of over 300 affordable housing units in the Hamilton area.

CORE COMPETENCIES

The incumbent will possess the following core competencies: Leadership; Technical Knowledge; Effective Communication; Managing Time and Deadlines; Analytical Thinking; Resourcefulness; and Sound Judgment.

COMPENSATION

Salary Range: \$72,043 - \$84,043 per year, salary commensurate with experience

Benefits: Group insurance plan (extended Health, Dental, Life, Long-Term Disability, Travel, Accidental Death and Dismemberment; Employee Assistance Plan); pension plan; Paid Time Off; 3 weeks' vacation to start; professional training and development opportunities.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Responsible for scouting, analyzing, developing and recommending strategic development and growth initiatives and opportunities in accordance with Victoria Park's strategic plan.
- Assist department heads on strategic initiatives including amalgamations, acquisitions and new lines of business.
- Required to work cross-departmentally within Victoria Park and to liaise with and foster new relationships with funders, community partners, housing organizations, government and other stakeholders.
- Develops requests for proposals related to development work, revitalization strategies, and growth opportunities.
- Provides strategic input to the Executive Management Team on the selection and procurement of developer partners.
- Undertakes research and policy analysis to identify and report on emerging issues, risks, opportunities and trends that impact Victoria Park's development and growth objectives.
- Keeps abreast of and provides input on government policy/programs related to development.
- Prepares project assessments and project business plans.

- Reports to development entity Board of Directors and manages development budgets and makes awards in accordance with scope of authority under the procurement policy.
- Coordinates teams of internal and external consultants.
- Creates and tracks development project schedules and critical paths to mitigate risk.
- Tracks and monitors project performance in relation to industry costs and trends.
- Prepares reports to department heads, funders, external agencies, including development proposal reports for review by the Executive Management Team.
- Attends site meetings.
- Performs other duties as assigned which are directly related to the major responsibilities of the job.

EDUCATION AND EXPERIENCE

- A post-secondary degree (Masters level) in planning or related degree or equivalent combination of education and experience.
- 3 – 5 years relevant work experience related to the duties described above.
- Knowledge of the regulatory and policy framework pertinent to the use of lands and buildings, and the development and revitalization of properties.
- Demonstrated record of residential development and project management experience, financial and business planning, and team building. This position requires a high degree of initiative and self-direction as informed by inputs and consultation with colleagues.
- Excellent communication, analytical and problem-solving skills
- Sound knowledge and understanding of current provincial, inter-regional, regional, and local planning issues and related legislative framework.
- Demonstrated community organization skills.
- Demonstrated ability to conduct research and evaluation.
- General knowledge and understanding of other statutes, regulations and by-laws affecting affordable housing.
- Non-profit experience considered an asset.

SPECIAL REQUIREMENTS

- Must possess a valid Class G Driver's License and have daily access to a reliable vehicle.
- Be bondable and be prepared to execute a *Bondability Affidavit*.
- Successful candidate will be subject to a satisfactory Police Check at their expense.
- This position is open only to those legally entitled to work for any employer in Canada.

WORK ENVIRONMENT

- Regular hours of employment are 8:30 a.m. to 4:30 p.m. Monday to Friday with work outside of regular hours as driven by project and operational demands.
- Occasional travel will be required.
- Work remotely/flexible work arrangements are negotiable

Interested and qualified applicants can submit their resume with cover letter by

Tuesday, October 12, 2021 at 9:00 a.m.

ATTN: Human Resources

By email: Recruiter@vpch.com

Victoria Park Community Homes will accommodate people with disabilities throughout the recruitment and selection process. Applicants are requested to make their needs known in advance if accommodation is required.

We appreciate the interest of all applicants in employment opportunities with Victoria Park Community Homes. Only those selected for an interview will be contacted.

No phone calls or placement agencies, thank you.