



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 DIRECTOR, DEVELOPMENT AND GROWTH**

### **POSITION OBJECTIVES**

Under the general direction of the CEO and in collaboration with the Director, Corporate & Legal, the Director, Development & Growth advises the Corporation on opportunities to create affordable housing consistent with Victoria Park's (VPCH) mission and vision.

### **CORE COMPETENCIES**

The incumbent will possess the following core competencies: Leadership; Effective Communication; Managing Time and Deadlines; Fostering Teamwork; Analytical Thinking; Common Sense and Good Judgment; Empowering Others and Delegation.

### **COMPENSATION**

**Salary Range:** \$101,405 - \$114, 016 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**

- Demonstrates leadership in the non-profit housing sector.
- Responsible for preparing regular reports to, and attending all meetings of the committee and/or Board relating to ongoing development activities, new opportunities, policy development and strategic planning.
- Keeps the EMT and Board informed of changes to government housing policies, programs, legislation and regulations and advising on their impact to the corporation's development goals and objectives
- Keeps up-to-date on any changes to the Ontario Building Code, innovative accessibility designs, energy conservation measures or other such regulatory requirements and standards for new and existing buildings
- Directs staff to ensure that all necessary approvals from local, provincial and federal agencies are in place in a timely and cost-effective way and prepares reports for the Board and Service Managers.
- Supervises staff, including recruitment, selection, hiring, assigning work, determining training and development needs, conducting performance appraisals and determining/recommending disciplinary action, in accordance with policies and best practices; ensures adherence to appropriate policies and all

government legislation;

- Provides broad leadership to other management staff, who will have responsibilities for contributing to the implementation of the development and revitalization strategy;
- Liaises with the MOE, MTO, MMAH, TSSA, ESA, OHSA and other agencies as required, as well as professional associations regarding construction improvements;
- Works in accordance with the provisions of applicable Health and Safety legislation and VPCH Health and Safety policies.
- Leads the advancement of an innovative, comprehensive and integrated development and revitalization strategy for VPCH, including business plan and processes, technology plans, resourcing, and fiscal strategies in collaboration with corporate partners.
- Develops effective relationships to promote and leverage partnership opportunities and collaboration/cooperation with all external stakeholders, including private sector developers/contracts, community agencies, ratepayer groups, municipal partners, provincial and federal government.
- Supports the preparation of Committee, Board and Service Manager reports as well as leads the preparation of detailed technical reports required for all processes, standards and materials required for project/program approval.
- Provides strategic oversight of procurement processes and opportunities. This includes complex real estate agreements, the acquisition/negotiation process for new development and redevelopment projects across a range of procurement techniques, legal services and other internal and external corporate stakeholders.
- Chairs and/or participates on committees, task forces, work groups and special projects; represents VPCH on external committees, meetings, as required.
- Research and write terms of reference followed by the review and evaluation of Consultant's proposal submissions; participate in selection interviews and provide for the selection of consultants and prepare and administer professional consultants services contract;
- Investigate, report, and make recommendations about the current condition of the portfolio; present a strategic plan for the Initiating, Planning, Executing, Monitoring and Closing of construction projects including cost effective alternatives;
- Optimizes opportunities for funding/project financing from senior levels of government and third-party lenders (e.g. CMHC, FCM, Private and Non-Profit Development Corporations).
- Prepares funding applications and program funding documents, as required, and maintains a strong working relationship with funding partners.
- Performs other duties as assigned which are directly related to the major responsibilities of the job.

#### **EDUCATION AND EXPERIENCE**

- P. Eng. in Building Science, Structural or Civil Engineering from a recognized Canadian University OR possess or be working toward Project Management Professional Certification (PMP) specific to construction from the Project Management Institute.
- A minimum of (5) five years of related experience in Project Planning and Project Management

- Member in good standing of the Professional Engineers Ontario (PEO) or the Project Management Institute.
- A strong working knowledge of the Ontario Building Code, Fire Code, MOE, TSSA, ESA, OHSA.
- Work experience in the Ontario social housing/not-for-profit sector an asset.

#### **SPECIAL REQUIREMENTS**

- A valid and unrestricted Class G driver's license for the class of vehicle operated and daily access to a reliable vehicle to travel to various locations
- Be bondable and be prepared to execute a Bondability Affidavit.
- Successful candidate will be subject to a satisfactory Police Check.
- This position is open only to those legally entitled to work for any employer in Canada

#### **WORK ENVIRONMENT**

- This position is based out of the Hamilton Office at 155 Queen St. N, but may require significant visits to sites and / properties in the regions of VPCH's portfolio.
- Regular hours of work are 8:30 a.m. to 4:30 p.m., Monday to Friday with a significant amount of work required outside regular office hours.
- Work environment includes time in front of a computer screen, attending meetings, and conducting site visits and inspections.
- Challenges are diverse and complex in nature. Decisions have a significant impact on organization; problem solving involves analyzing a situation, interpreting data, and revising work methods and techniques to be used. Consultation with stakeholders may be required.
- Required to wear personal protective equipment on occasion.

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

**Friday, August 12, 2022 at 9:00 a.m.**

**ATTN: Human Resources**

**By email: [Recruiter@vpch.com](mailto: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.*