



## The Parkdale Neighbourhood Land Trust

### Job Posting

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The [Parkdale Neighbourhood Land Trust](http://www.pnlt.ca) (PNLT) is a non-profit organization dedicated to protecting the affordability, diversity, and equity of Parkdale by bringing land into community ownership and control. PNLT works to acquire and manage land, leasing it at affordable rates to eligible charitable partners who provide community benefits including affordable and supportive housing. Visit [www.pnlt.ca](http://www.pnlt.ca) for more information.

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<b>Job Application Deadline:</b>	September 15, 2017 at 5:00 pm EST (Extended Deadline)
<b>Job Title:</b>	Affordable Housing Development Manager
<b>Reports to:</b>	Executive Director
<b>Work Week:</b>	37.5 hours/week
<b>Contract:</b>	Six-months - with possibility of six-month extension
<b>Start Date:</b>	October 02, 2017
<b>Salary:</b>	\$40,000 – \$52,000 (prorated)

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#### A. OVERVIEW

The Parkdale Neighbourhood Land Trust (PNLT) seeks an Affordable Housing Development Manager to lead acquisition and pre-development planning for two affordable housing projects. Informed by the [Parkdale Rooming House Study](#), PNLT and other local organizations are working on a multi-partner coordinated approach to rooming house eviction prevention and affordable housing preservation.

The ideal candidate will be an early or mid-career professional with a background in affordable housing development, a strong commitment to neighbourhood inclusiveness, social equity, and eagerness to contribute to both affordable housing preservation and community-based land use management models. A strong capacity for real estate business planning, financing and project management is a must.

#### B. POSITION SCOPE AND GENERAL ACCOUNTABILITY

The Affordable Housing Development Manager is accountable to PNLT's Executive Director for work related to acquisition and pre-development planning of two new affordable housing facilities, including the acquisition of an existing private rooming house and the development of a new purpose built supportive housing property. The person hired in this position will also be responsible to liaison with project partners including Cota and the Parkdale Activity Recreation Centre (PARC).

This position provides development expertise to support business planning, proposal writing, financing, due-diligence, land use planning, zoning, municipal approvals and oversight of construction quality and coordination of two affordable housing projects. This position will also support community consultations and partnership development activities, and require the preparation and delivery of reports to the board, its committees and other stakeholders as appropriate.

## C. SPECIFIC RESPONSIBILITIES

- Affordable Housing Property Acquisition & Pre-Development Planning
  - Development feasibility studies and business plans for the acquisition of an at-risk private rooming house.
  - Support project planning for a purpose-built supportive housing project, including community consultations, partnership development as well as ownership and operational model development.
  - Prepare capital budgets in consultation with the Director and project partners.
  - Obtain financing for projects as needed, including mortgage financing, impact investing and social finance instruments.
  - Undertake due-diligence reviews for property acquisition, including analysis of and obtaining operating statements, Building Condition Assessments (BCA), environmental assessment reports, site plans, appraisals, municipal approval requirements and more.
  - Prepares Request for Proposal packages, tender documents, and contracts to retain technical consultants as required.
  - Work with Director, partners, governmental authorities, and technical consultants as required to plan building, renovation, and demolition projects and manage the municipal approvals and permit process.
  - Make recommendations for contractors based on RFP responses, in consultation with review committees as appropriate, and monitor contractor performance relative to the contract specifications, the building code, and legislative and other requirements.
  - Attend construction site meetings, monitors construction schedules, regularly inspects construction, and prepares regular construction reports for the Director and Board; Co-ordinates construction advances and reviews and recommends capital payments.
  - Manage the project close-out and ensure deficiencies are rectified
- Partnership Development
  - Develop and maintain relationships with project partners including Cota and PARC.
  - Develop strategic partnerships with local organizations to leverage and increase the community benefit provided by housing projects, with a specific focus on food security and decent work.
  - Develop and maintain relationships with local politicians, government and agency officials, funders, local landlords, community groups, tenants, and other stakeholders.
- Community Consultation
  - Organize, facilitate and report on stakeholder consultations and focus groups to inform project planning.

Other duties as assigned

## D. QUALIFICATIONS

- Post-secondary education in urban planning, policy and research, project management, a related field, or equivalent work-experience preferred;
- At least 5 years of experience with real estate acquisition and development, property management, and/or affordable housing, including creating and managing business plans
- 2 years of progressive responsibilities within a non-profit organization(s) or equivalent context
- Demonstrated success with partnership development and engagement
- Demonstrated success with grant writing and fundraising
- Excellent written and verbal communication skills, including on-line communications and website management
- Familiarity with community development programs and/or social services for low income individuals and families is an asset
- Demonstrated commitment to working from a strong anti-oppression and social justice framework
- Demonstrated ability to work within a diverse community (including working with seniors, youth, people with different abilities and different cultural and socio-economic backgrounds)
- Ability to speak a language relevant to the neighbourhood is an asset
- Strong research and analytical skills
- A self-starter with strong aptitude for independent work
- Knowledge of a Community Land Trust model is an asset

EXTENDED DEADLINE FOR SUBMISSIONS: September 15th, 2017 at 5:00 pm EST

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### TO APPLY:

Please submit an application by email to [info@pnlt.ca](mailto:info@pnlt.ca) with the following documents attached as one PDF:

- 1-2 page cover letter including a discussion of
  - your most relevant work experiences and capabilities
  - your relationship & knowledge of Parkdale
  - your relationship with social justice
- Resume
- 3 references

Attention: PNLT Hiring Committee

PNLT is committed to employment equity and encourages applicants from equity-seeking groups. We aim to foster a workplace that reflects the diversity of the community we serve.

No phone calls please. PNLT thanks all applicants for their interest, however only those being considered for an interview will be contacted.