



JOB DESCRIPTION

DEVELOPMENT PROJECT MANAGER

THE ORGANIZATION

Greater Victoria Housing Society is a registered charity and non-profit organization dedicated to providing affordable rental housing for low to moderate income households.

PURPOSE OF THE POSITION

Reporting to the Director of Real Estate Development the Development Project Manager oversees the planning and construction of housing development projects on behalf of GVHS. Responsibilities include but are not limited to: writing affordable housing funding proposals, feasibility studies, facilitated stakeholder engagement activities, and overseeing construction and design teams to achieve new development, redevelopment of non-profit housing and compatible social-purpose real estate.

DUTIES AND RESPONSIBILITIES

- Define the scope of projects in collaboration with the Director of Real Estate Development.
- Create a detailed work plan that identifies the critical path needed to successfully complete the project.
- Assess and apply relevant municipal, provincial and federal regulations, policies and procedures to development projects.
- Develop plans to achieve successful rezoning and municipal approvals for projects.
- Develop and manage procurement/tendering processes for all design professionals.
- Develop schedules and reporting systems for projects.
- Develop operating and capital budgets, monitor budgets until project is fully operational.
- Liaise with a wide variety of internal and external stakeholders, including community consultations related to rezoning and municipal approvals processes.
- Review project schedules with GVHS staff or GVHS partners affected by the project activities.
- Determine the resources (time, money, equipment and human resources) required to complete projects.
- Manage the progress of projects and make adjustments as necessary to ensure successful completion of projects.
- Establish communications schedules to update stakeholders as required on the status/progress of projects.
- Write grant/funding proposals and reports communicating project status.

- Monitor cash flow, reporting actual cash flow and variances to senior management monthly.
- Work with GVHS staff and external partners to prepare financial reports and supporting documentation for funders as outlined in funding agreements.
- Work with GVHS staff, external partners to manage project funds according to established accounting policies and procedures.
- Ensure that projects/deliverables are on time, within budget and at the required level of quality.
- Evaluate and assess results of projects.

CORE COMPETENCIES

- Flexibility
- Collaboration
- Effective Communication
- Commitment
- Empathy
- Attention to Detail
- Reliability
- Resiliency

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and understanding of Land and Real Estate Development, Land Use Planning and Business Planning
- Knowledge of real estate financing
- Knowledge of Share Point, Microsoft Word, Excel and Project Management Software
- Ability to develop project proformas to assess the feasibility of a project
- Ability to read and understand drawings and specifications regarding construction projects
- Ability to make decisions, assess situations and to determine the importance, urgency and risks and make clear decisions which are timely
- Ability to work cooperatively with others on an interdisciplinary team
- Excellent written and oral communication, presentation and interpersonal skills
- Excellent decision-making and leadership capabilities

EDUCATION AND EXPERIENCE

- Minimum 5 years' experience in Real Estate Development Project Management
- Post-secondary degree or diploma in Planning, Architecture, Urban Land Economics, Real Estate, or Business/Commerce or an equivalent combination of education and experience
- Experience developing multi-unit family housing (preferably affordable housing)
- Experience managing or coordinating multi-disciplinary teams and resolving conflict

WORKING CONDITIONS

- Excluded from union membership
- Occasional evening and weekend work as required
- Must have a valid driver’s license and use of a reliable vehicle
- Office and Field work environments – Business Casual Dress Code plus appropriate PPE when attending site visits in the field

ACKNOWLEDGEMENTS

By signing below, I acknowledge that I have reviewed, understand, and agree to perform the duties and responsibilities of the Development Project Manager position to the best of my ability.

Signature of Incumbent _____ **Date** _____

Printed Name of Incumbent _____

By signing below, I declare that I have reviewed the duties and responsibilities of the Development Project Manager position in detail to clarify expectations in the role for the above-named Incumbent.

Signature of Supervisor _____ **Date** _____

Printed Name of Supervisor _____