

Options for Homes is a non-profit developer of condominiums. We help people achieve their dream of becoming homeowners by passing along cost-savings and offering down payment support through the *Options Down Payment Loan*. Since building the first 3 condos in Toronto's Distillery District almost 25 years ago, Options has helped 3500 people and their families through our Pay It Forward model. Options has built a strong, diverse team of professionals committed to the mission of the organization, and to supporting one another in the process. We work hard, we help build communities, and we have fun.

**Options is looking to hire a Development Manager.**

The Development Manager reports to the Chief Development Officer and is responsible for the hands-on day-to-day management of Options' development projects through the due diligence, approvals, construction, and closing stages. This position manages a team of two development professionals.

**What You'll Be Doing:**

**Development Viability Analysis**

- Advise on development potential and risks for acquisition analysis, including summary of planning policy context, precedent projects, site specific considerations, and economic impact of findings
- Contribute to responses to competitive RFPs
- Provide input into the initial pro forma development
- Undertake other preliminary due diligence to inform acquisition decision making process, such as consulting with local stakeholders, reviewing technical reports (environmental), and directing consultants on preliminary viability options

**Approvals Process**

- Source and engage architect and required consultants, manage consultant scopes, and process payments
- Day-to-day management of development approvals, including preparation of municipal submissions, and liaising with approval entities to achieve entitlements and permits
- Coordinate consultant team meetings and collate required materials, as well as efficient responses to staff comments for timely resubmission and approvals
- Manage related environmental approval processes (Record of Site Condition), and any other required approvals
- Collaborate with team members on drafting and maintenance of project budgets for projects in pre-development and construction
- Engage and maintain key relationships in support of development approvals of all stakeholders, including local councillors, municipal staff and community at large
- Assist marketing and sales staff with development of condominium purchase agreements and declarations (review and provide project specific input)

**Construction Stage**

- Assist in drafting and negotiation of construction contracts, including review of contract amendments, schedules and builder's budgets
- Provide owner input into builder's permit and tendering process
- In partnership with builder, liaise with city staff and other approval agencies throughout construction to ensure permits are received / issued in a timely manner
- With builder, manage condominium registration process and liaise with Client Success team to ensure seamless occupancy and turn-over of building to purchasers
- Post-registration, support builder and Development Coordinator during deficiencies and warranty process

**General**

- Ensure that direct reports are inspired, coached, supervised and properly resourced and developed to remain optimally engaged and productive
- Overall lead on Project Management, which includes liaising with other departments that have dependencies on the Development team

- Maintain an understanding of local initiatives and trends related to development in target markets
- Maintaining a general understanding of the regulatory environment (planning, transportation, environmental, building code) as it relates to current and potential projects
- Creation of presentations for prospective partners, vendors, etc.
- Contribute project data for internal tracking and monitoring across Options' departments
- Assist with reporting to purchaser groups, project co-operative boards, funder and other entities
- Creating and maintaining development project and drawing files

**What You Bring:**

- Enthusiasm for Options' mission to provide affordable housing
- Post-secondary degree in Urban Planning, Architecture, or Engineering (preferably a Master's degree)
- Must hold current Ontario Planning Designation (ie: OPPI or RPP)
- Minimum 8 years' experience in planning and development, with residential development and/or non-profit development considered an asset
- Previous experience leading Project Management (PMP certification preferred)
- Experience managing or assisting in management of projects through development approvals
- Demonstrated ability to manage key constituent relationships (i.e. city staff, government agencies)
- Confident speaker with capacity to provide direction and leadership to project teams
- Ability to review and comment on development related materials including legal documents, architectural drawings, surveys, etc.
- Excellent writing skills, with ability to tailor the message to a diverse audience
- Well defined sense of diplomacy, including solid negotiation, conflict management, and people management skills
- High level proficiency with Microsoft Office tools, including database applications
- Driver's license and willingness to drive to sites

Options for Homes is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment. Disability-related accommodations during the application process are available upon request.

Please submit your resume, cover letter detailing why you want to be a part of the Options Team, and salary expectations to [careers@optionsforhomes.ca](mailto:careers@optionsforhomes.ca)