

INTERNAL/EXTERNAL

Job Title:	Director of Housing Investment and Development
Position Type:	Permanent, Full-Time, Non-Bargaining Unit
Salary Range:	\$88,009.00 to \$119,071.00 annual salary
Hours:	37.5 hours per week
Supervisor:	Chief Executive Officer
Posting Date:	July 4, 2022
Application Deadline:	July 28, 2022 by 5:00PM
Department:	CEO Office
Location:	300-36 Lombard Street, Toronto with hybrid and remote work arrangements available

Why Fred Victor?

For over 125 years, Fred Victor has been a leader in providing place and purpose to people in need in Toronto. Our mission is to improve the health, income and housing stability of people experiencing poverty and homelessness. We are committed to ending chronic homelessness. This is an ambitious and bold goal but we believe, achievable.

The Director of Housing Investment and Development will lead the execution of Fred Victor's Affordable Housing Strategy and Strategic Actions to increase affordable and deeply affordable housing in Toronto. This role will generate and evaluate acquisition and development opportunities; secure funding and ensure appropriate financing for development activities; foster partnerships and stakeholder networks; oversee the planning, financing and construction of new developments; and support the Board's Affordable Housing Committee and make recommendations to the CEO and Board. The Director of Housing Investment and Development will work closely with the Finance Department, Property Services Department and Programs and Services.

Does this sound like work you want to be a part of?

We offer a collaborative environment, an opportunity to join a diverse team of caring professionals and a chance to make a difference. With over 60 programs and services and more than 21 sites, there are lots of opportunities to grow your career with us.

We also offer excellent extended health benefits, 4 weeks' vacation to start and a generous employer matching RRSP program. We care about our staff. When the pandemic hit Fred Victor successfully advocated for staff to get early access to testing, then vaccines and Fred Victor was the first agency in Toronto to provide front-line staff with "pandemic pay".

What You Will Do (Position Summary)

The Director of Housing Investment and Development will:

- Lead the overall execution of Fred Victor's Affordable Housing Strategy to develop new affordable and supported housing options for people experiencing homelessness.
- Oversee affordable housing projects from identification of ideas to occupancy.
- Seek out and secure funding to support the organization's affordable housing priorities.
- Identify and select opportunities to purchase rental buildings and assess and analyze other potential opportunities to create affordable housing.
- Conduct initial due diligence and financial feasibility analysis, including pro forma scenarios, detailed financial structure and financing sequencing of projects.

- Build and maintain partnerships and networks with stakeholders including developers, funders, policy makers and other organizations.
- Ensure necessary legal agreements and all necessary approvals are in place.
- Negotiate and structure complex development transactions.
- Manage and oversee the design and development of affordable housing, including initial diligence related to archeological, environmental, heritage, servicing, etc.
- Manage and secure municipal planning approvals including official plan amendments, zoning bylaw amendments, site plan approval and building permits.
- Work with Programs and Services on design specifications to meet the needs of tenants and ensure feedback and consultation mechanisms to gather input from and engage Fred Victor clients and potential tenants of any Fred Victor affordable housing projects.
- Select contractors and negotiate contracts.
- Ensure projects stay on schedule and on budget.
- Engage with the Housing Secretariat, CMHC and others to maximize affordable housing outcomes.
- Lead and/or assist in preparing reports; including providing progress reports to the CEO, Affordable Housing Committee, Senior Leadership Team, Board and funders as required.
- Explore best practices for housing design, financing, and asset management.
- Remain up to date on public policy and legislation related to affordable and supported housing.

What You Bring to the Team (Qualifications)

- A post-secondary degree in Urban Development, Planning, or related specialty with a minimum of five years of experience in the affordable housing sector.
- Demonstrated experience and achievement creating affordable housing.
- Membership in CIP, PMP or LEED AP would be considered an asset.

What Sets You Apart

- Knowledge of public policy, funding streams and governmental priorities related to affordable housing at the federal, provincial and municipal levels.
- An understanding of the wide array of affordable/deeply affordable housing models available in Toronto, and more broadly, and emerging trends in the sector.
- Possess financial and policy analysis, innovation, issues management, project management and problem-solving capabilities.
- Experience with pro-forma development, budget development, financing and monitoring budgets.
- An understanding of the affordable housing regulatory environment including planning, approvals processes, building code, government housing policies and programs.
- Experience conducting feasibility studies, procurement processes, writing funding proposals and funder reports.
- An understanding of homelessness and commitment to Fred Victor's mission.
- Familiarity with the supported housing sector and operational needs of supported housing providers.
- The ability to ensure the successful and timely completion of multiple projects.
- Excellent critical and strategic thinking skills, ability to anticipate needs and offer solutions to problems.
- Sound judgment, political acuity and leadership skills.
- Strong research, analytical, proofreading and editing skills.
- Excellent ability to communicate effectively both verbally and in writing with a high level of accuracy.
- Strong attention to detail in all aspects of work.
- Ability to be a team player and work cross-functionally across the organization.

Compensation and Benefits

- For the Director of Housing Investment and Development, Fred Victor offers a salary range of \$88,009 to \$119,071.
- 4 weeks of vacation to start + 1 float day
- A comprehensive Dental and Extended Health group benefits package includes individual and family coverage, including prescriptions, hospital accommodation, hearing care, paramedical practitioners and a wide variety of dental care. Additional insurance includes vision care and travel for emergency medical services.
- 6.5% of your gross salary will be contributed to a group RRSP on your behalf after 6 months of full-time employment.
- Unlimited access to employee and family assistance plan.

Where You Will Work

Fred Victor's head office is located at 300-36 Lombard Street, Toronto. Hybrid and remote work arrangements will be available for this position.

How You Can Apply

Send your resume and cover letter by email, quoting "Director of Housing Investment and Development" in the subject line, no later than **Thursday, July 28, 2022 by 5:00 PM** to: mashton@fredvictor.org.

A Police Record Check is required by the final candidate prior to hiring.

All candidates offered a position with Fred Victor from September 30, 2021 onward must be fully vaccinated and provide proof of their vaccination as a condition of employment. Fred Victor will comply with its Human Rights obligations and accommodate employees who are legally entitled to accommodation.

Accessibility & Accommodation

Fred Victor is committed to fostering an inclusive and accessible environment where employees feel valued and respected, and where every employee has the opportunity to realize their potential. As such, we welcome and encourage applicants who identify as racialized persons, Indigenous persons, persons with disabilities, and persons across the spectrum of sexual orientation and gender identities and have lived-experience

If you are a person with a disability and require accommodation and/or assistance during the application process, please contact us in advance. We strive to provide reasonable accommodations whenever requested. Information received relating to accommodation requests will be treated with confidentiality.