

## Development Coordinator

Toronto, ON

Are you interested in being part of a team that is working to expand permanently affordable housing and create other community-owned assets across Canada? Do you have an interest in planning and construction and have experience coordinating activities across multiple projects at various stages of development? Do you want to be part of a positive workplace in which everyone feels welcomed and empowered, working towards Reconciliation with Indigenous peoples, working towards a carbon neutral future, and building an impact legacy?

The Development Coordinator will be part of a small and dynamic team with offices in Toronto and Vancouver, focused on the new development and substantial rehabilitation of non-profit and co-operative rental housing. Working out of the Toronto office, you will be working across multiple projects at various stages of development, providing technical and logistical support to the development team. Reporting to the Director of Development, the Development Coordinator will work closely with Development Managers on assigned projects. You must be comfortable juggling multiple tasks, staying organized and making sound decisions; managing consultant teams and driving schedules; and providing what is required to manage a construction project with on-site challenges and a variety of responsibilities including financial draws. We're looking for someone with the ability to work closely with thoughtful, well organized, and ambitious community groups to support their development vision.

### ABOUT NEW COMMONS DEVELOPMENT

[New Commons Development](#) is a non-profit real estate development company that works to create affordable housing and other real estate assets in partnership with the local community. New Commons is part of [New Market Funds](#), a social impact intermediary that is B Corp certified, charity- and employee-owned, and provides charities, non-profits, and co-ops with alternative capital to catalyze community-based projects across Canada.

### SUMMARY OF POSITION:

New Commons Development is seeking a Development Coordinator to add to its development team in Toronto. Working across multiple projects at various stages of development, the Development Coordinator will provide technical and logistical support to the development team. Reporting to the Director of Development, the Development Coordinator will work closely with Development Managers on assigned projects.

The Development Coordinator will perform the following tasks, among others as needed:

#### Project management and coordination

- Attend and participate in project meetings;
- Aid in the creation of detailed project work plans, schedules, tracking documents and checklists to ensure project tasks are assigned and progressing on time;
- Create and update detailed project reports and related project documents for internal and external audiences such as project status reports, project schedules, budget and cashflow updates, engagement summaries, and meeting minutes;
- Support the preparation and processing of planning applications, review comments and work with project teams to coordinate and to move applications forward;
- Support project teams at the site plan, schematic design and design development stages;

- Support Development Managers to review construction drawings and schedules, assist with review of project design specifications, and assess changes and alternates within the context of executed construction agreements;
- Assist the development team during the transition from construction to occupancy of completed projects with project closeout related procedures, including the preparation, assembly and/or review of deficiency lists, project/owner manuals, and warranty information;
- Attend project site visits as required.

### **Project financials**

- Support the review of project invoices, creation of purchase orders, and other activities related to project billing;
- Support the drafting and review of project funding applications to ensure submissions are complete;
- Support Development Managers with financial draws from project funding sources;
- Support Development Managers with tracking of project budgets and updating project cash flow projections.

### **Procurement**

- Manage procurement of project consultants;
- Support assessment and selection of successful proponents;
- Coordinate consultant deliverables as required.

### **Stakeholder coordination**

- Coordinate, organize and attend events and meetings for projects, including public engagement and community meetings;
- Support Development Managers to coordinate tasks and meetings with the partner, stakeholders, and the design and project teams.

### **Communication and Reporting**

- Prepare and write business cases, funding proposals, and project progress reports;
- Undertake regular communication by email, virtual and in-person meetings, phone calls;
- Manage electronic files to ensure all project information is organized, appropriately documented, and secure;
- Prepare meeting agendas and take transparent and accurate meeting minutes for Project Steering Committee meetings and other project related meetings.

Performs other duties as may be required.

### **QUALIFICATIONS, SKILLS AND KNOWLEDGE:**

- Minimum of 1-2 years of relevant experience, including experience related to construction management, urban planning, real estate, affordable housing, social impact and market research.
- Education or background in Real Estate, Commerce, Construction Management, Project Management, Architecture, Planning, Legal or Engineering, or related field.
- Experience with non-profit affordable rental housing developments is an asset.

- Experience with capital project coordination and/or contract management is an asset.
- Experience with capital budget development and management, and funding applications is an asset.
- Familiarity with development cash flows and accounting is an asset.
- Familiarity with construction drawings and specifications is an asset.
- Effective communication and interpersonal skills (both written and verbal) are required.
- Excellent organizational, time management and prioritization skills including the ability to manage competing priorities.
- Goal oriented self-starter who uses time efficiently.
- Ability to work effectively with a wide variety of people in a wide variety of positions.
- Well organized and flexible.
- Ability to articulate problems and concerns as well as identify potential solutions.
- Work well independently and as part of a team.

#### **COMPENSATION AND BENEFITS:**

New Commons Development will provide a rewarding working environment with the opportunity for strengthening communities and delivering tangible social impact, as well as provide opportunities for career growth. The salary range is \$70,000 - \$80,000, commensurate with experience. Other benefits include extended health and dental benefits plan, phone allowance, wellness allowance, professional development allowance and eligibility to join the New Market Funds Team Ownership Plan.

#### **HOW TO APPLY**

If you are interested in this exciting opportunity, **please email your resume and a thoughtful cover letter to [rgoulding@newmarketfunds.ca](mailto:rgoulding@newmarketfunds.ca) with 'Development Coordinator – [Your Name]' in the Subject Line.**

**Applications will be accepted on a rolling basis until February 25.**

New Commons Development is committed to equity in employment, diversity in our team, meaningful reconciliation, and social inclusion. We welcome and encourage applications across any race, colour, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, Indigenous status, or any other legally-protected factors.

If you are an applicant with a disability and require accommodation during the hiring process please contact us. All qualified applicants are invited to apply. We thank all applicants for their interest, however, only those selected for follow-up will be contacted.