



Affordable Housing Consultant (Financial Analyst) Hybrid Role (Full Time, largely remote)

Posted June 12, 2024

Interested in using your initiative, attention to detail and financial expertise to develop new affordable housing?

TWC is looking for a skilled Financial Analyst with a focus on project management to join our team. The position involves working remotely with occasional in-person meetings in southern Ontario. TWC has access to workshare offices in the GTA/southern Ontario. The role is full-time.

TWC provides non-profit, government and private sector clients with:

- Affordable Housing Development Services
- Housing Policy and Research Services

More information about TWC can be found at www.twcinc.ca

Responsibilities:

- Evaluate financial risks and prepare financial forecasts related to affordable housing projects.
- Develop and update financial or treasury policies for housing projects.
- Create capital and operating budgets for new affordable housing based on current multi-residential construction costs and current government affordable housing incentives
- Assist in preparing and managing operating and investment budgets.
- Create and monitor cash flow during the development phase of projects.
- Analyze investment projects and prepare financial scenarios.
- Advise on and participate in the financial aspects of contracts and calls for tender.
- Develop, implement, and use tools for managing and analyzing financial portfolios.
- Write detailed financial reports and recommendations for housing projects.
- Conduct community consultations and liaise with municipal planning staff and local elected officials.

- Support procurement processes for project consultants, builders, and other stakeholders.
- Conduct research on housing policy, analyzing data and providing recommendations for policy development and implementation.
- Meet project deadlines and ensure financial viability and sustainability of housing initiatives.
- Other duties as assigned.

This will be accomplished by:

- Assist housing proponents in visioning and determining project financial feasibility.
- Support new affordable housing proponents by creating financial viable capital and operating budgets.
- Lead the procurement of other project consultants, builders, and stakeholders.
- Lead project teams and coordinate activities of architects, construction firms, housing proponents, financial institutions (for mortgage financing purposes), engineers, and various levels of government.
- Write proposals to access project funding.
- Create and update capital and operating budgets for new affordable housing.
- Monitor cash flow during the development phase.
- Develop work plans with tasks and timelines to keep projects on track and meet deadlines.
- Conduct research on housing policy, analyze data, and provide recommendations for policy development and implementation.
- Participate in community meetings and consultations to build support for housing proposals, including liaising with municipal planning staff, neighborhood organizations, and local elected officials.
- Other duties as assigned.

Candidates for this position will have skills in the following areas:

- Bachelor's degree in commerce, business administration, accounting, finance, or economics.
- Proven project management and organizational skills, preferably in a multi-residential construction environment.
- Understanding of current affordable housing policies at various government levels.
- Knowledge of the municipal planning and development approvals process.
- At least two years' experience in housing development/housing policy, property management, or a related environment.

- Experience with financial analysis, risk management, and investment forecasting.
- Strong communication and interpersonal skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Experience in community consultation and working with non-profit and co-op organizations.
- Post-secondary diploma/degree in project management, planning, public policy, real estate, construction management, or a related field.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and project management software (e.g., MS Project, Asana).

An ability to work independently and collaboratively with project teams in a fast-paced environment. Occasional evening and week-end work is required. A good sense of humour is also an important asset.

A drivers' license and access to a vehicle would also be helpful for occasional travel in southern Ontario.

Compensation will depend upon experience.

If interested, please apply by e-mail to: twelch@twcinc.ca, as soon as you would like, but no later than Wednesday, July 12th, 2024. If you have any questions regarding this position, please contact Tim Welch by e-mail or by phone at (519) 729-8924.