



## Job Description

### Director, Affordable Housing Growth and Development Partnerships

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**POSITION TITLE:** Director, Affordable Housing Growth and Development Partnerships

**REPORTS TO:** Vice President, Housing and Homelessness

**DATE PREPARED:** June 20<sup>th</sup>, 2023

#### **A. GENERAL ACCOUNTABILITY**

WoodGreen's primary focus is the provision of housing in the context of an integrated service model that meets the needs of low and moderate-income individuals including recent homeless population and other vulnerable groups. The Director Growth & Development Partnerships is a leadership role in the realization of WoodGreen's Growth & Development Strategy. The Director will lead and navigate a partnership-based approach to growth and development framed by the Board of Directors strategic approach - adding new units through new development on WoodGreen and public offers land, and acquisitions or partnerships with private and non-profit partners.

#### **B. NATURE AND SCOPE**

This position supports the responsibilities of the Vice President Housing, Growth, Development & Asset Sustainability for the implementation of the Board of Directors Housing Growth & Development Strategy, including:

- Identifying, analyzing, negotiating, and seeking out opportunities for growth and development of new units independently or in partnership with other agencies or developers. The role will work collaboratively with the Housing Operations, Growth and Development team, CFO's Finance Team, the WoodGreen Foundation, WoodGreen Program Units, external housing developer partners (non-profit or private), City of Toronto, Ontario Province, Federal Government programs and other sources to seek out and secure available grants, programs and innovative funding solutions and opportunities for future growth of the portfolio.
- Sourcing opportunities, assisting with developing business plans to obtain Housing Development Committee and Board approval to proceed with project scope, financing/funding, budget and project implementation. The three key areas of responsibility for delivery, marketing and accountability to the VP, CFO, CEO and Board committees include:
- Acquiring units from other non-profits through municipal request for proposals (or RFPs) and from market purchases of multi-unit purpose built rental housing and to incorporate to WoodGreen's existing stock.

- Firming up partnerships with Non-Profit or Private sector developers to refer lease or purchase units in new development from their pipeline or in pursuing joint venture opportunities to develop new affordable housing.
- Leading WoodGreen in the development of new affordable housing projects on-budget, of good quality and delivered on time.
- Responding in all 3 strategies - acquisition, development & partnership - to proposals for optimal projects, and the oversight or formulation of business cases of new initiatives - including strategic benefits, implementation plans, incorporation of annual capital and operating budgets, estimating, and creating expense and revenue cash flow projections and risk assessment.
- Leading the full cycle of project implementation - due diligence and real estate negotiations and deal closures, negotiating new housing partnership deals with private and non-profit partners and supporting the implementation of the full spectrum of new development - business case, design & Municipal approvals, financing, and construction.
- Liaising with external stakeholders, sector organizations across the Province and Federally as designated. As part of their overall role, the Director's role will support the VP with frequent communication with Municipal Housing Secretariat, planning department and building inspectors, fire department staff, and relevant Provincial and Federal departments etc.
- Establishing relationships with housing sector partners - private and non-profit to add or modify WoodGreen's pipeline with committed deals to provide new affordable housing units. They will engage with a variety of social and support service agencies, community professionals and others in efforts to assist the development of new housing for the community.
- Working regularly the Director and staff in the Housing Access & Partnership Unit to ensure timely tenanting of available units, as well connect with other housing organizations for information exchange, exploration of partnerships and opportunities to collaborate.

This position is primarily a leadership and project management role that will rely primarily on both internal and external resources and teams, including consultant for Development Management to expedite referral agreement and lease or sale deals with private and non-profit sector partners. The position requires a strong diversity and inclusion lens to inform choices and decisions on WoodGreen's growth and development strategy and projects.

### **C. SPECIFIC ACCOUNTABILITIES**

1. As Director, Housing Growth and Development, you are tasked with contributing to the growth of affordable housing and to WoodGreen's overall asset portfolio through multi-sector partnerships to acquire or develop new affordable housing.
2. You will seek out partnerships with private/non-profit developers to increase opportunities for more units dedicated to WoodGreen clients through referral agreements, structured Terms of Reference, and MOU's.
3. You will provide leadership skills to the organization in a prominent role in providing oversight of business case formulation, approvals and legal agreements with developers and providers of new or purchased housing units, viable financial proformas, construction oversight, capital renewal and renovation projects.

4. You will support the strategic leadership and management of WoodGreen's real estate portfolio of social, affordable and market units, program, and policy issues for the organization, as well as identifying new development opportunities and partnerships for the organization, both within the current portfolio and externally
5. You will work to ensure the inclusiveness of the strong partnerships and alignment between Housing Growth & Development and other internal WoodGreen program and business units - Finance, IT, PMO, People & Culture, Policy & Strategy, the WoodGreen Foundation, and CCU to ensure shared success to the entire organization.
6. You will be part of the housing team, in its work to operate affordable housing, implement sustainable asset management and capital planning to ensure the availability of quality affordable housing for future generations.
7. Always ensure effective representation and promotion of the organization and its programs and services.

## WOODGREEN COMMUNITY SERVICES

### Position Dimensions

Position: Director, Affordable Housing Growth and Development Partnerships  
Unit: Housing & Homelessness  
Date Revised: July 20<sup>th</sup>,2023.  
Reports to: Vice President Housing & Homelessness  
Education: Related post-secondary Degree with a minimum of 5 years of experience.

#### **Skills/Qualifications:**

- Technical competencies demonstrated in the ability to lead multiple initiatives in the Housing Strategy, communicate and negotiate with non-profit & private sector developer partners, community partners, interpret and apply legislation as it pertains to all aspects of the role.
- Technical competencies in new housing development and acquisitions processes - land acquisition, feasibility assessment, oversight of development Municipal approvals, oversight of Development Management Agreements through to architectural building design & construction.
- Managerial competencies reflected in progressive, coaching, and collaborative approach to working with people and other WoodGreen programs.
- Strong communication skills, program/project management and evaluation experience, budget development, financial management and control, and performance measurement competencies
- Exceptional leadership skills, knowledge, and experience in managing leading sector players.