Development Manager

Tim Welch Consulting Inc. (TWC)

Employment type: Full-time

Work arrangement: Hybrid—office and remote work, with occasional in-person meetings and travel in Atlantic Canada

Project focus: Affordable housing in Nova Scotia

Reports to: Director of Development

Posted: November 9, 2026

Application deadline: Friday, December 11, 2026

About TWC

TWC provides affordable housing development services and housing policy and research services to non-profit, government and private-sector clients across Canada. Learn more at www.twcinc.ca.

About the Role

Help TWC to develop new affordable housing in Nova Scotia!

As a Development Manager, you will coordinate projects from feasibility and planning through approvals and construction, working under the direction of the Director of Development.

You will support project delivery by maintaining schedules, budgets and documentation; coordinating project teams and stakeholder communications; and preparing funding applications and reports. This role calls for initiative, attention to detail and strong organizational skills, with the ability to manage multiple priorities in a fast-paced environment.

Key Responsibilities

Project Coordination & Administration

- Coordinate and administer development projects from feasibility and planning through implementation and construction.
- Develop and maintain work plans, schedules and deliverable tracking to keep projects on track and meet deadlines.
- Coordinate meetings, agendas, minutes and follow-up actions.
- Maintain organized project files, documentation, contact lists and communication records.
- Prepare and submit project materials and applications, and support housing proponents through municipal planning approvals and construction.

Feasibility, Budgets & Funding

- Help housing proponents clarify their project vision and assess financial feasibility.
- Research development opportunities, planning processes and funding programs; gather and organize project data.
- Prepare site feasibility studies using background research and financial pro formas.
- Prepare and update capital and operating budgets and monitor development-phase cash flow.
- Write funding proposals, prepare and submit funding applications, coordinate funding approval conditions, and administer funding draws and loan advances.

Project Partners & Community Engagement

- Lead project teams and coordinate architects, engineers, construction firms, housing proponents, financial institutions involved in mortgage financing, and government partners.
- Lead the procurement of project consultants, builders, and other service providers.
- Coordinate communications with clients, consultants, municipalities, and other stakeholders as directed, including follow-up and information requests.
- Schedule and participate in community meetings, consultations, and engagement activities to build support for housing proposals.
- Liaise with municipal planning staff, neighbourhood organizations, and local elected officials.

Project Tracking & Reporting

- Track project timelines, milestones, budgets, cash flow, and deliverables, and maintain status updates and reporting tools.
- Prepare or support project reports, briefing materials, presentations, and client updates.
- Identify and communicate scheduling or coordination issues to the Manager of Housing and Development or the Director of Development.

Team & Organizational Support

- Collaborate across development, policy, and finance functions.
- Improve project coordination tools, templates, and internal processes.
- Participate in team meetings and organizational planning and provide other project and administrative support as assigned.

Key Relationships

Internal: Manager of Housing and Development; Director of Development; Director of Finance & Operations; Senior Financial Analyst; Director of Policy, Program & Development; project teams and administrative staff.

External: Consultants and project partners; municipal staff and stakeholders; clients and community organizations.

Qualifications & Experience

- A post-secondary diploma or degree in project management, planning, public policy, real estate, construction management, or a related field.
- At least two years of experience in housing development, housing policy, or property management, with relevant experience in project coordination, development, planning, housing, or related work.
- Proven project management, organizational and time management skills, with the ability to manage multiple priorities and deadlines.
- Demonstrated project leadership abilities and the ability to work independently and collaboratively with project teams.
- Strong attention to detail, problem-solving skills, and written and verbal communication skills.
- A general understanding of municipal planning and development approvals.

- Experience with community consultation and working with non-profit and co-operative organizations.
- Proficiency with Microsoft Office 365, including Word and Excel, and experience with project management software and tracking tools.

Preferred Qualifications & Assets

- Project management experience in a multi-residential construction environment.
- PMP certification or equivalent. TWC can support the successful candidate in obtaining certification.
- Knowledge of development projects, planning processes and affordable housing initiatives, including federal, provincial, and municipal housing policies.
- A good sense of humour.

Working Conditions

- Hybrid work arrangement, combining office and remote work with occasional in-person meetings in Atlantic Canada.
- Occasional evening and weekend work is required.
- A driver's licence and access to a vehicle would be helpful for occasional travel in Atlantic Canada.

Compensation

Compensation will depend on experience.

Salary range: $60,000-$70,000CAD

Benefits: Flexible work environment and employee health and dental benefits plan

How to Apply

Please apply by email to **twelch@twcinc.ca** no later than **Friday, December 11, 2026**.

For questions about the position, contact Tim Welch at **twelch@twcinc.ca** or **(519) 729-8924**.