



## Project Manager

Department: **Development**  
Location: **415 Gilmour St., Suite 200, Ottawa ON K2P 2M8**  
Start Date: **As soon as possible**  
Salary: **\$62,553.00 minimum (based on experience and qualifications)**  
Reports To: **Director, Real Estate Development**  
Direct Report(s): **Project Coordinator(s)**

### About Centretown Citizens Ottawa Corporation (CCOC)

CCOC is a community-based, tenant and member-directed, non-profit housing organization whose mission is to create, maintain and promote housing for low and moderate-income people. We value diversity, collaboration, inclusive and open decision-making, innovation, creativity, and sustainability. For more information, visit: [www.ccochousing.org](http://www.ccochousing.org)

Cahdco develops affordable housing solutions. We specialize in building, advising and increasing capacity in affordable housing development. For more information, visit: [www.cahdco.org](http://www.cahdco.org)

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### Position Summary

Under the supervision of the Director, Housing Development, and as a key member of the Development Team, the Project Manager will oversee the planning, implementation, and management of real estate development projects on behalf of Cahdco and CCOC. The Project Manager manages the feasibility, planning, financing and construction of real estate development projects. The incumbent will manage the project development of new affordable housing for both CCOC and its development corporation, Cahdco. The ideal candidate would be passionate about the development of affordable and sustainable housing to help low-income and moderate-income individuals, has exceptional organizational skills, and is able to juggle multiple projects while meeting deadlines.

The Project Manager will provide support to the Senior Project Manager and Director of Real Estate Development, and provide guidance and leadership to a team of project coordinators.

## Key Responsibilities

Manages the real estate development projects, as outlined below, and supervises project coordinator(s). Responsibilities include but are not limited to the following:

- **Project Management** – Monitor the project deliverables, schedule and budget (key performance indicators) throughout the phases of the project, and coordinate adjustments as required; define the scope of the project in collaboration with the Client, project team, Director of Real Estate Development and the Senior Project Manager; create a detailed work plan and schedule that identifies and sequences project activities, and allocates resources needed to successfully complete the project. Delegates work to and supervises work of the project coordinator (s).
- **Project Feasibility** – Gathers information to understand the Client's vision; clarify Client organization's governance model, authority and decision-making structure; obtain information on potential properties and evaluating their viability (i.e., zoning, size, location, etc.). Works with the Director of Real Estate Development and/or Senior Project Manager to prepare costs analysis of potential purchases; identify potential risks and opportunities; assess the project financial viability, including funding sources; summarize.
- **Project Financials** – Together with the Director of Real Estate and/or Senior Project Manager, establishes the project budget (capital and operating); advise on potential sources of funding and financing; coordinate funding applications and advise on contribution agreements; identify equity requirements; project and monitor cash flow; coordinate financing draws including reports to the Project Monitor; ensures that cost tracking by the Project Coordinator (s) is maintained and accurate; review progressive classes of construction cost estimates, invoices and change orders; monitor contingency use. Prepare monthly budget updates to the client through the various stages of the project.
- **Procurement** – Together with the Director of Real Estate and/or the Senior Project Manager, engages consultants and project team members, including: preparation of scopes of work and administering Request for Proposal processes; evaluate submitted proposals; make recommendations to the Client for consideration; negotiate terms of contracts with consultants; supervise the issuance of purchase orders; monitor the quality of deliverables; coordinate the architect and builder to produce a tender price.

Summarizes bids received and provides summary to Director of Real Estate / Senior Project Manager for review and provides summary and recommendation to client(s)

- **Stakeholder Coordination** – Manage the coordination of Clients, consultants, partners, and other project stakeholders to ensure project success; oversee the preparation of development project design and construction documentation; coordinate project team meetings during design development; Senior Project Manager
- **Project Development** – Together with the Senior Project Manager / Director of Real Estate, draft and develop project proposals and draft responses to Requests for Expression of Interest; create business cases of potential projects and convey complex information clearly and accurately.
- **Communicating and Reporting** – Together with Senior Project Manager/Director of Real Estate Coordinate the preparation and writing of professional documents, including feasibility reports, business cases and funding proposals. Lead the preparation of financing applications, project charters, and project progress reports, tailored to the specific Client; lead and undertake regular communication by email, in-person meetings, phone calls; supervise the management of files to ensure all project information is appropriately documented and secure; provide presentations to the Client's Board of Directors as required; liaise with representatives from the Municipality and other levels of government, funder, lenders, and other groups as required together with the Senior Project Manager.

In addition, the Project Manager:

- Contributes to the ongoing improvement of systems, procedures and tools
- of the Development Department and Cahdco to ensure high quality customer service
- Participates in business development activities as required
- Performs such other duties as may from time to time be assigned by the Senior Project Manager, the Director of Housing Development or the Executive Director

Hires, trains, coaches and supervises staff:

- Ensures a fair distribution of work
- Reviews work produced by staff
- Carries out annual performance reviews
- Ensures the effective integration of staff into larger corporate workflows and the organizational mission

The duties of the position could vary from time to time as a result of new legislation, changes in technology or policies, in which case appropriate training may be given to enable the position-holder to undertake the new/varied work.

The position supports the work of Centretown Citizens Ottawa Corporation, Centretown Citizens Housing Co-Operative and Cahdco (Centretown Affordable Housing Development Corporation).

## **Education and Experience**

- Completion of a four-year post-secondary technical degree, such as architecture, engineering or planning
- Three years of related work experience, in the fields of architecture, construction, land use planning and/or real estate development
- Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements
- Advanced ability to use Microsoft Office, including Microsoft Project
- Knowledge of Google Suite is considered an asset
- Knowledge of Adobe Suite is considered an asset
- Advanced verbal and written communication in English
- Ability to communicate in French is considered an asset
- Project management certification is considered an asset
- Valid Ontario Class G Driver's License and access to a working vehicle is considered an asset
- Demonstrated strong working knowledge and understanding of affordable housing, building codes, construction, land and real estate development, or land use planning

## **Supervision and Decision-Making**

- Decision-making forms a large part of the performance and impacts the function of the organization. The process is guided by broad policies and general objectives; procedures and precedents are not always well established. Original independent thinking and definite judgement are required
- Responsible for providing direct day-to-day supervision to staff and contractors
- Responsible for developing new or changed procedures
- Works under general direction, must be able to think independently to come to solutions; methods and procedures are not well established

- Considerable impact if errors are made
- Regular use of confidential information

## Working Environment

- Interaction with internal colleagues involves planning and coordinating the efforts of others
- Interaction with external contacts involves dealing with reasonably demanding interpersonal situations; periods of light physical activity (for example, intermittent sitting, standing or reading); regular visits to construction sites
- Normal office environment; periods of light physical activity (for example, intermittent sitting, standing or reading); regular visits to construction sites
- Some degree of physical skill and coordination required (for example; basic keyboarding)
- Work may be a little uncomfortable and may lead to minor injury or illness
- The incumbent may be exposed to considerable stress

## Benefits

- OMERS defined benefit pension plan.
- Employee and Family Assistance Plan (EFAP).
- Generous time-off from day one.
- Group Insurance and Supplementary Medical Plan (dental/eyewear) after three (3) months of employment.

## Applying to the Role

To be considered for this role, please email your resume and cover letter to [hiring@ccochoosing.org](mailto:hiring@ccochoosing.org)

All applications must include the following information in the subject line: **CCOC – Project Manager**

**Application Deadline is Thursday, November 9, 2023.**

We thank all applicants for their interest in the role, however, only those selected for an interview will be contacted. If contacted for an interview, please inform us if you require accommodation.

In the spirit of the Human Rights Code, we ask that resumes do not include personal data including, but not limited to age, health, marital and family status.

As an employer committed to the principles of employment equity, we encourage applications from all persons including Black, Indigenous and People of Colour, persons with disabilities, and persons of all sexual orientations and gender identities. We are committed to providing an inclusive and barrier free experience to applicants with accessibility needs in accordance with the Ontario Human Rights Code (2015) and the Accessibility for Ontarians with Disabilities Act (AODA).

For candidates with disabilities requiring an accommodation, you may contact [hiring@cchohousing.org](mailto:hiring@cchohousing.org)