



## Project Manager

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**Reports To:** Director, Housing Development  
**Department:** Development

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### Summary

The Project Manager oversees the planning, implementation, and tracking 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.

### Responsibilities (this is not an exhaustive list)

Manages the real estate development projects, as outlined in the key responsibility areas outlined below:

- **Project Management** – Monitor the project scope, 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 Housing 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
- **Project Feasibility** – Gather 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.); prepare costs analysis of potential purchases; identify potential risks and opportunities; assess the project financial viability, including funding sources; summarize
- **Project Financials** – Establish 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; oversee cost tracking by the Development Coordinator; review progressive classes of construction cost estimates; review invoices and change orders; monitor contingency use

- **Procurement** – Procure 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
- **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; liaise with Client legal counsel on contracts and other matters as required; monitor construction progress and preparation of close-out documentation
- **Partnership Development** – Identify potential partners appropriate to the Client’s project; prepare and coordinate the execution of Memoranda of Understanding (MOUs) with project partners; manage partner relationships
- **Project Development**- 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** – Coordinate the preparation and writing of professional documents, including feasibility reports, business cases, funding proposals, financing applications, project charters, and project progress reports, tailored to the specific Client; 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

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

This 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
- 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