

Development Coordinator

Toronto or Vancouver

Join our team

Are you interested in being part of a team that is working to develop affordable housing in communities across Canada? Are you proactive and diligent and able to manage multiple projects? Are you excited about the possibility of using your organizational and technical skills to create lasting value for communities? This might be the right opportunity for you!

About New Commons Development

[New Commons Development](#) (NCD) is an innovative and mission-driven non-profit real estate developer that works to build and preserve community real estate assets, with a focus on affordable rental housing. Since 2015, New Commons has worked in partnership with local non-profits, co-operatives, community-based groups and municipalities to develop large and complex affordable housing and community-owned real estate projects across Canada.

New Commons is part of [New Market Funds](#) (NMF), a multi-fund impact investment fund manager. NMF is an [ImpactAssets 50](#) manager and [Certified B Corp](#) company, with a mission to deliver investment opportunities that have a lasting benefit for communities through its community-focused real estate development and lending practices. We are a values-driven, innovative resource for community-based groups, co-operatives, and non-profits, guided by our principles of building strong communities, creating a positive workplace in which everyone feels welcomed and empowered, working towards Reconciliation with Indigenous peoples, and building an impact legacy.

The New Market Funds platform includes NMF Rental Housing Fund I and II, New Commons Development, New Commons Housing Trust, Community Forward Fund, and the Canadian Cooperative Investment Fund.

Summary of Position

New Commons Development is seeking a Development Coordinator to join its team in either Toronto or Vancouver. Working across multiple projects at various stages of development, the Development Coordinator will provide technical and logistical support to the development team. Reporting to either the Director or Senior Partner, the Development Coordinator will work closely with Development Managers on assigned projects.

Job Responsibilities

The Development Coordinator will be responsible for supporting the management of active development projects:

Project management and coordination

- Attend and participate in project meetings;
- Aid in the creation of detailed project work plans, schedules, tracking documents and checklists to ensure project tasks are assigned and progressing on time;

- Create and update detailed project reports and related project documents for internal and external audiences such as project status reports, project schedules, budget and cashflow updates, engagement summaries, and meeting minutes;
- Support the preparation and processing of planning applications, review comments and work with project teams to coordinate and to move applications forward;
- Support project teams at the site plan, schematic design and design development stages;
- Support Development Managers to review construction drawings and schedules, assist with review of project design specifications, and assess changes and alternates within the context of executed construction agreements;
- Assist the development team during the transition from construction to occupancy of completed projects with project closeout related procedures, including the preparation, assembly and/or review of deficiency lists, project/owner manuals, and warranty information;
- Attend project site visits as required.

Project financials

- Support the review of project invoices, creation of purchase orders, and other activities related to project billing;
- Support the drafting and review of project funding applications to ensure submissions are complete;
- Support Development Managers with financial draws from project funding sources;
- Support Development Managers with tracking of project budgets and updating project cash flow projections.

Procurement

- Manage procurement of project consultants;
- Support assessment and selection of successful proponents;
- Coordinate consultant deliverables as required.

Stakeholder coordination

- Coordinate, organize and attend events and meetings for projects, including public engagement and community meetings;
- Support Development Managers to coordinate tasks and meetings with the partner, stakeholders, and the design and project teams.

Communication and Reporting

- Prepare and write business cases, funding proposals, and project progress reports;
- Undertake regular communication by email, virtual and in-person meetings, phone calls;
- Manage electronic files to ensure all project information is organized, appropriately documented, and secure;
- Prepare meeting agendas and take transparent and accurate meeting minutes for Project Steering Committee meetings and other project related meetings.

Performs other duties as may be required.

QUALIFICATIONS, SKILLS AND KNOWLEDGE:

- Minimum of 1-2 years of relevant experience, including experience related to construction management, urban planning, real estate, affordable housing, social impact and market research.
- Education or background in Real Estate, Commerce, Construction Management, Project Management, Architecture, Planning, Legal or Engineering, or related field.
- Experience with non-profit affordable rental housing developments is an asset.
- Experience with capital project coordination and/or contract management is an asset.
- Experience with capital budget development and management, and funding applications is an asset.
- Familiarity with development cash flows and accounting is an asset.
- Familiarity with construction drawings and specifications is an asset.
- Effective communication and interpersonal skills (both written and verbal) are required.
- Excellent organizational, time management and prioritization skills including the ability to manage competing priorities.
- Goal oriented self-starter who uses time efficiently.
- Ability to work effectively with a wide variety of people in a wide variety of positions.
- Well organized and flexible.
- Ability to articulate problems and concerns as well as identify potential solutions.
- Work well independently and as part of a team.

NMF is committed to equity in employment, diversity in our team, meaningful reconciliation, and social inclusion. We welcome and encourage applications across any race, colour, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, Indigenous status, or any other legally-protected factors.

Compensation and Benefits

NMF will provide a professional and rewarding working environment with the opportunity for career growth and expects the salary to range between \$65,000 - \$75,000 for the right candidate, commensurate with experience. Other benefits include extended health and dental benefits plan, phone allowance, wellness allowance, professional development allowance, and eligibility to join the New Market Funds Team Ownership Plan.

How to Apply

If you are interested in this exciting opportunity, **please send your cover letter and resume to rgoulding@newmarketfunds.ca with 'Development Coordinator – [Your Name]' in the subject line no later than April 12, 2023.** Interviews will be held on a rolling basis until the right candidate has been identified.

Applications from all qualified candidates are welcome. If you are an applicant with a disability and require accommodation during the hiring process, please contact us. We thank all applicants for their interest, however, only those selected for follow-up will be contacted.