

## **NONPROFIT HOUSING PROJECT MANAGER**

This is a new full-time position or a Development Project Manager to work at the Housing Trust of Nova Scotia. Qualified candidates will have a Bachelor or Master's degree in architecture, real estate development, finance, planning or construction management and 3+ years of related experience in housing development.

### **COMPANY OVERVIEW**

The Housing Trust of Nova Scotia is a non-profit housing organization formed in 2009 to tackle the growing problem of housing affordability in Nova Scotia. In particular, the Housing Trust is concerned about the ability of modest income workers to afford good quality rental housing at a reasonable cost. What sets us apart from other nonprofit housing groups is that our board of directors includes executives from the construction and development industry that have expertise in all areas of apartment building design and construction, including: architecture, mortgage financing and law, construction, and property management. By partnering with various levels of government for funding, the Housing Trust hopes to leverage its Board's development experience in order to build a new housing legacy for all Nova Scotian's.

In 2021 the Housing Trust sold one of its properties in order to liquidate some working capital. This sale is a game changer for the organization as it now allows us hire a full-time staff person, and use the surplus cash to start aggressively pursuing development opportunities. One such opportunity is the development of our remaining Gottingen Street parcel into a 114-unit mixed income property. We are also looking at acquiring existing apartment buildings in the greater Halifax area.

More information on The Housing Trust of Nova Scotia can be found at the company website: [www.housingtrust.ca](http://www.housingtrust.ca)

### **POSITION OVERVIEW**

The project manager (in association with existing Board Members) will be responsible for coordinating the financing, construction management and property management of the MET project (a 114-unit mixed income development on Gottingen Street in Halifax's North End). The Housing Trust is also interested in acquiring existing apartment units that are then operated as mixed low income/market rate housing. The Project Manager will also spend time getting to know the various funding partners (CMHC, Housing Nova Scotia, HRM housing staff, etc.) as well as other nonprofit housing groups that it might partner with on future projects. This networking will likely uncover opportunities that can be listed, ranked and recommended to the Board of Directors.

The Housing Trust does not currently have any employees; this position would be employee #1. The right person for this position will have a high degree of initiative, be responsible and accountable, and will have the ability to work congenially with a wide variety of individuals, nonprofit housing groups and governmental entities.

## **RESPONSIBILITIES**

- Finds and evaluates development opportunities, conducts initial feasibility analysis; creates a development strategy; negotiates purchase agreements, coordinates planning approvals.
- Obtains project financing, including preparing funding applications, creating deal structures, coordinating negotiation of legal agreements for financing, and maintaining knowledge of current financing programs.
- Obtains planning approvals and building permits
- Gives public presentations on behalf of the organization or a specific project.
- Manages the development team, including selecting and hiring of designers, construction and other consultants necessary to develop the project; coordinates and monitors the work of the professional consultants; ensures work is finished and manages, contracts and billing process.
- Works with the construction manager (i.e., a separate job description) to monitor construction progress, resolving conflicts, oversee funding draws and monitoring costs and budgets.
- Works with the bookkeeper (currently outsourced) on basic financial reporting (e.gf.,, approves and forwards invoices for payment). As apartment rental operations commence, helps to establish the property management group by preparing essential documentation such as rent rolls and operating budgets.
- Advocates for affordable housing by giving public presentations, participates in community and public policy groups; attends conferences, and stays informed of public policies affecting affordable housing.
- Other duties as assigned.

## **QUALIFICATIONS**

- Education - Bachelor's degree in any of the following fields of study: architecture, real estate development, finance, planning, or engineering. Education in other fields of study would be acceptable combined with appropriate work experience. A Master's degree would be desirable. Financially literacy is a must, as financial feasibility using Excel will be a core part of the job.
- Experience - 3 years of related work or field work experience in matters related to affordable housing development such as residential architecture, finance, planning, construction, etc.

## **COMPETENCIES / ATTRIBUTES**

The successful professional will have or be:

- Excellent analytical, administrative and organizational skills
- Accustomed to forward thinking and being proactive – one who sees ahead of the curve ☐ Ability to command an audience
- Experience in working collaboratively across divisions
- Commitment to carrying out dual bottom line of social mission and financial viability
- An entrepreneurial and creative approach to problem solving in the field of affordable housing

- Demonstrated analytical and problem-solving skills
- Strong organizational skills
- Meticulous attention to details
- Excellent oral and written communication skills

The successful candidate will possess the highest standards of ethics and integrity in all of their work.

The Housing Trust is an equal opportunity employer.