

Manager, Strategic Projects

Job Title: Manager, Strategic Projects
Location: Toronto
Start Date: Summer 2021
Pay Rate: Competitive salary based on credentials and experience
Reports To: Executive Director
Direct Reports: N/A

About Birch Housing

Birch Housing is one of the largest private non-profit community housing providers in Ontario. Formerly the Inter Faith Homes Group, we have a 45-year history of helping our tenants reach their full potential through housing.

We own and manage 576 units in townhouses and apartment buildings five cities in the Greater Toronto Area and London. Approximately 50% of our rental units are for people who qualify for a rent geared to income subsidy. The other 50% are available for rent at the market rate. We are committed to creating great experiences for our tenants and making sure we meet their needs every day. We listen to them and work with our partners to create supportive communities for all who call Birch Housing their home. For more information, please visit www.birchhousing.ca

Our Mission

To foster opportunity through quality affordable housing

Our Vision

Every person has a safe and quality space to live, grow and call home

Our Values

Accountability | Empathy | Integrity

About this Amazing Opportunity

Thrive in an inclusive organization and an exciting role reporting to the Executive Director of Birch Housing. This position will be the lead on several of the organization's strategic projects as Birch Housing takes on new responsibilities and partnerships while expanding its portfolio.

The successful candidate will be working from a home office until we are able to resume full operations onsite and then there will be flexibility to work from home.

As a member of the management team, the Manager also performs assigned functions and participates in developing policies and responses to improve service delivery.

Your Responsibilities:

- Create capital budget for the entire portfolio and report on its adherence and variance
- Analyze financial and building level data, identify gaps, problem solve and identify solutions to business problems
- Assist in the identification and implementation of asset management strategies by providing recommendations, reports and analysis of individual and/or multiple assets
- Monitor aspects of the operating and capital budget (i.e. revenue, expenses, etc.) by creating data sheets and reports
- Manage projects independently and be conscientious of deadlines
- Review, understand and interpret construction estimates, specifications and plans/blueprints
- Facilitate new projects, developments and acquisitions, including authoring reports and updates to the Board and government as required
- Monitor opportunities and prepare applications for grants and funding aimed at the affordable housing sector
- Establish and manage an industry network that provides competitive intelligence and early insight into market and economic trends, and advances the interests of Birch Housing
- Represent the corporation at industry events, seminars, trade shows, etc.
- Build and maintain a network of consultants, vendors and service providers
- Prepare and present quantitative and qualitative reports of ongoing projects to the Board of Directors
- Establish workplans, tools, resources, budgets, proformas and related performance, business and management plans
- Develop policies, plans, funding, and strategies for capital repair of existing housing and new affordable housing, ensuring proper tendering, accountability and performance management
- Engage communities in development activities, providing guidance including liaising with residents, municipal planning staff, neighbourhood organizations, and local elected officials
- Structure partnerships with agencies, developers, and community organizations for development activities
- Other duties as assigned

What you Bring to the Role

- Five (5) or more years of experience the affordable non-profit housing or private sector in asset management, affordable housing development or real estate development role
- Five (5) years of experience in asset management, real estate portfolio development, and project management in a decision making role
- Undergraduate degree with a specialization in Real Estate, Planning, Economics, Finance or related field or MBA preferred
- Certification in Property Management, Construction Management and/or Project Management would be desirable
- Solid understanding asset management, property management, energy management and financial acumen
- Advanced knowledge of MS Suite, Advanced Project Management Software, Advanced Yardi and Yardi Rent Café
- Strong ability to convey information and ideas clearly through a variety of mediums to include report writing, presentations and issues management
- High degree of professionalism and confidentiality
- Experience managing projects with interdisciplinary teams and groups
- A high level of attention to detail, keen on the accuracy, validity, and verifiability of information sources, and follow-up is required.
- Independent, and self-motivated with ability to work autonomously
- Strong organizational skills, with strong prioritization. Ability to work on multiple projects simultaneously
- Demonstrated initiative in responding to challenging situations and must be able to organize, prioritize, and manage a heavy and constant workload
- Sensitivity to and interest in the mission of Birch Housing
- Valid Ontario G Driver's License and daily access to a dependable vehicle

Other Things to Consider:

- Generous benefits package
- Remote working opportunities
- Inclusive and supportive team
- Professional development opportunities

Applying to the Role:

Please email your cover letter and resume to: [BirchHousing@enlivenhr.ca](mailto: BirchHousing@enlivenhr.ca)

In order to be considered, all applications must include the following information in the subject line:
Birch Housing – Manager, Strategic Projects

Application Deadline is Monday, June 1, 2021

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
[BirchHousing@enlivenhr.ca](mailto: BirchHousing@enlivenhr.ca)